

[1]PART F—Punjab Subordinate Courts (Right To Information) Rules,  
2007

In exercise of powers conferred by sub-section(1) of Section 28 read with Section 2(e) of the Right to Information Act, 2005 (22 of 2005), Hon'ble the Chief Justice and Judges of the High Court of Punjab and Haryana are pleased to make the following rules, namely:-

1. (i) These rules shall be called the “Punjab Subordinate Courts, (Rights to Information) Rules, 2007.”

Short title and commencement.

(ii) These rules shall come into force from the date of their publication in the Official Gazette.

(iii) These rules shall be applicable to all the Subordinate Courts in the State of Punjab.

2. (i) In these rules, unless the context otherwise requires:

Definitions.

- (a) ‘Act’ means the Right to Information Act, 2005 (22 of 2005);
  - (b) ‘Appendix’ means the appendix appended to these rules;
  - (c) ‘Authorized Person’ means Public Information Officer and Assistant Public Information Officer designated as such by the Hon’ble Chief Justice and Judges of the High Court;
  - (d) ‘Appellate Authority’ means designated as such by the Hon’ble Chief Justice and Judges of the High Court;
  - (e) ‘Administrative Officer’ means the Chief Administrative Officer/Superintendent of the Office of District & Sessions Judge;
  - (f) ‘Chief Ministerial Officer’ means (the Senior most official out of cadre of Readers/Judgment Writers/ Stenographers as the case may be) of the Court presided over by the senior most judicial Officer at the station having more than one Court other than the District Headquarters and the Chief Ministerial Officer of the Court where there is only one Court at a station;
  - (g) ‘Competent Authority’ means the Hon’ble Administrative Judge of the concerned Sessions Division as a delegatory of the competent authority as defined in the Act;
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[1] Inserted vide Correction Slip No. 142 Rules/II.D.4 dated 14.08.2007

- (h) 'Form' means a form appended to these rules;
- (i) 'High Court' means the High Court of Punjab and Haryana;
- (j) 'Section' means the section of the Act.

(ii) Words and expressions used but not defined in these Rules, shall have the same meanings assigned to them in the Act.

<sup>[1]</sup>3. Any person seeking information under the Act, shall make an application in Form 'A' or on a plain paper or through electronic medium in English or Hindi or Punjabi, during office hours on any working day and shall deposit application fee as per Rule 7 by paying fee in cash or by adhesive court fee, or in any other form so determined by the competent authority from time to time.

Application for seeking information.

No application shall be rejected on the ground that the same has not been made in Form "A".

Provided that a person, who makes a request through electronic form, shall ensure that the requisite fee is deposited with the authorized person, in the manner mentioned above, within seven days of his sending the request through electronic form, failing which, the application shall be treated as dismissed:

Provided further that the date of application in such case shall be deemed to be the date of deposit of the entire fee or the balance fee or deficit amount of the fee to the authorized person.

<sup>[2]</sup>4. The information specified under Section 8 of the Act shall not be disclosed and made available and in particular the following information shall not be disclosed:-

- <sup>[3]</sup>1. The Information which relates to judicial functions and duties of the Court and matters incidental and ancillary thereto and of confidential nature shall not be disclosed in terms of Section 8(1)(b) of the Act.

Exemption from disclosure of Information.

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1. Amended vide Correction Slip No. 174 Rules/II.D.4 dated 31.03.2014
  2. Substituted vide Correction Slip No. 158 Rules/II.D.4 dated 08.05.2012
  3. Amended vide Correction Slip No. 174 Rules/II.D4 dated 31.03.2014

Provided that the question as to which information relates to judicial functions, duties of Court and matters incidental and ancillary or of confidentiality shall be decided by the Competent Authority or his delegate, whose decision shall be final.

- <sup>[1]</sup>(2) Any information affecting the confidentiality of any examination/selection process conducted by the District & Sessions Judge under Punjab Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997 as amended from time to time.

The question of confidentiality shall be decided by the Competent Authority and in case of the information relating to a Sessions Division by the Administrative Judge of the said Sessions Division acting as a delegate of the competent authority, whose decision shall be final.

5. <sup>[2]</sup>Deleted.

6. <sup>[3]</sup>(i) Where the requested information does not fall within the jurisdiction of the authorized person and (a) which is held by another public authority; or (b) the subject matter of which is more closely connected with the functions of another public authority, the authorized person, to whom such application is made, shall transfer the application alongwith fee or such part of it as may be appropriate to that other public authority in Form 'C' as soon as practicable, but, in no case, not later than five days from the date of receipt of the application.

Disposal of application  
by the authorized  
person.

<sup>[4]</sup> Provided that, where the requested information does not fall within the jurisdiction of the authorized person and the authorized person, to whom such application is made, is not aware as to which other authority is the appropriate authority, then the application shall be disposed of by him and the applicant shall be intimated accordingly.

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1. Substituted vide Correction Slip No. 161 Rules/II.D4 dated 25.07.2012
  2. Deleted vide Correction slip No. 158 Rules/II.D4 dated 08.05.2012.
  3. Amended vide Correction slip No. 174 Rules/II.D4 dated 31.03.2014.
  4. Inserted vide Correction Slip No. 185 Rules/II.D4 dated 25.02.2019.

(ii) If the requested information falls within the authorized person's jurisdiction and also in one or more of the categories of restrictions listed in Sections 8 and 9 of the Act and exemptions detailed in Rule 4 <sup>[1]</sup>ibid, the authorized person, on being satisfied, will issue the rejection order in Form 'D' as soon as practicable, normally within fifteen days and in any case not later than thirty days from the date of the receipt of application.

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1. Amended vide Correction slip No. 174 Rules/II.D4 dated 31.03.2014.

<sup>[1]</sup>(iii) If the requested information falls within the authorized person's jurisdiction, but not in one or more of the categories listed in Sections 8 and 9 of the Act and Rule 4 *ibid*, the authorized person, on being so satisfied, shall supply the information to the applicant in Form 'E', falling within its jurisdiction. In case the information sought is partly outside the jurisdiction of the authorized person or partly falls in the categories listed in Sections 8 and 9 of the Act, the authorized person shall supply only such information as is permissible under the Act and is within his own jurisdiction and shall transfer such part of the application as may be appropriate to that other public authority as soon as practicable, but, in no case, not later than five days from the date of receipt of the application.

(iv) The information shall be supplied as soon as practicable, normally within fifteen days and in any case not later than thirty days from the date of the receipt of the application on deposit of the balance amount, if any, to the authorized person, before collection of the information. A proper acknowledgement shall be obtained from the applicant in token of receipt of information.

<sup>[2]</sup>(v) Deleted.

<sup>[3]</sup>7. (i) The authorized person shall charge the fee for supply of information at the following rates, :-

Sr. No.	Description of information	Price/fees in rupees
(A)	Where the information is available in the form of a priced publication	On printed price.
(B)	For other than priced publication	(a) Rupees ten as application fee; (b) Rupees two per page; (c) actual charge or cost price of a copy in larger size paper; (d) actual cost or price for samples or models.
(C)	Where information is available in electronic form and is to be supplied in electronics form e.g. Floppy, CD etc	Rupees twenty five per CD.
(D)	Information relating to tenders documents /bids/quotation/Business contract	Rupees one hundred per application.

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1. Amended vide Correction Slip No. 174 Rules/II.D4 dated 31.03.2014.
  2. Deleted vide Correction Slip No. 158 Rules/II.D4 dated 08.05.2012.
  3. Amended vide Correction Slip No. 174 Rules/II.D4 dated 31.03.2014.

<sup>[1]</sup>(ii) For inspection of documents or records, no fee for the first hour; and a fee of Rupees five for each subsequent hour (or fraction thereof).

(iii) The fees given above may be varied/enhanced by the competent authority from time to time.

(iv) Every page of information to be supplied shall be duly authenticated and shall bear the seal of the officer concerned supplying the information.

(v) During inspection the applicant shall not be allowed to take the photograph of the record/document. The applicant shall not cause any hindrance to the office work and shall cooperate with the staff and complete the inspection as soon as possible. The Public Information Officer concerned shall have the right to fix the time and date of the inspection according to administrative convenience and his/her decision shall be final.

<sup>[2]</sup>(vi) Omitted.

8. <sup>[3]</sup>(i) Any person-

- (a) who fails to get a response from the authorized person within thirty days of submission of an application as per Rule 3; or
- (b) is aggrieved by the response received within the prescribed period;

he may prefer an appeal in Form 'F' or on a plain paper to the Appellate Authority.

(ii) On receipt of the appeal, the Appellate Authority shall acknowledge the receipt of appeal and after giving the applicant an opportunity of being heard, shall endeavour to dispose it of within thirty days from the date, on which it is presented and send a copy of the decision to the authorized person concerned.

(iii) In case the appeal is allowed, the information shall be supplied to the applicant by the authorized person within such period as may be ordered by the Appellate Authority.

1. Amended vide Correction Slip No. 174 Rules/II.D4 dated 31.03.2014.
2. Omitted vide Correction Slip No. 174 Rules/II.D4 dated 31.03.2014.
3. Amended vide Correction Slip No. 174 Rules/II.D4 dated 31.03.2014.

Appeal

This period shall not exceed thirty days from the date of the receipt of the order.

Penalties.

9. (i) Whoever being bound to supply information fails to furnish the information asked for, under the Act, within the time specified or fails to communicate the rejection order, shall be liable to pay a penalty up to fifty rupees per day for the delayed period beyond thirty days subject to a maximum of five hundred rupees per application, filed under rule 3 as may be determined by the appellate authority.

(ii) Where the information supplied is found to be false in any material particular and which the person is bound to supply it knows and has reason to believe it to be false or does not believe it to be true, the person supplying the information shall be liable to pay a penalty of one thousand rupees, to be imposed by the appellate authority.

10. (i) The public authority shall *suo motu* publish information as per sub-section (1) of Section 4 of the Act by publishing booklets and/or folders and/or pamphlets and up date these publications every year as required by sub-section (1) of Section 4 of the Act.

*Suo motu*  
publication of  
information by  
public authorities.

(ii) Such information shall also be made available to the public through information counters, medium of internet and display on notice board at conspicuous places in the office of the Authorised Person and the Appellate Authority.

11. (i) The authorized person shall maintain records of all applications received for supply of information and fee charged.

(ii) The appellate authority shall maintain records of all appeals filed before it and fee charged.

Maintenance of  
Records.

**FORM A**  
**Form of application for seeking information**  
*(See rule 3)*

I.D. No. \_\_\_\_\_

*(For Official use)*

To

The authorized person,  
\_\_\_\_\_

1. Name of the Applicant
2. Address
3. Particulars of information sought-
  - (a) Concerned department District Courts-Sub Divisional Courts
  - (b) Period for which information is sought
  - (c) Other details, if any
4. A Court fee of Rs.....has been affixed on the application.

Place :	Signature of Applicant
Date :	E-mail address, if any:
	Telephone No. (Office) :
	(Residence) :

*Note:*

- (i) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.



FORM B

Acknowledgement of Application in Form A

I.D. No. Dated

- 1. Received an application in Form A from Mr./Ms. resident of under Section.....of the Right to Information Act, 2005.
- 2. The information is proposed to be given normally within fifteen days and in case within thirty days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
- <sup>[1]</sup>3. The applicant is advised to contact the undersigned .....on any working day during office hours.
- 4. In case the applicant fails to turn up on the scheduled date(s), the undersigned shall not be responsible for delay, if any.
- 5. The applicant shall have to deposit the balance fee, if any, before collection of information.
- 6. The applicant may also consult Web-site of the department from time to time to ascertain the status of his application.

Signature & Stamp of the  
 Authorised Person  
 E-mail  
 Web-site  
 Telephone No.

Dated:

## [1]FORM C

**Transfer of application outside the Jurisdiction of the authorized person**

[rule 6( i)]

I.D. No.  
(For Official use)

Dated:

Ref. No.

Sub:- Request for information (under RTI Act, 2005) from Mr./Ms.  
 \_\_\_\_\_ Received in this Office on  
 \_\_\_\_\_.

Sir/Madam.

1. I am forwarding herewith an application/request for information (under RTI Act, 2005) received from Mr./Ms.  
 \_\_\_\_\_ Son/Daughter/Wife of  
 \_\_\_\_\_ resident of \_\_\_\_\_.
2. The subject matter of the information requested by the above applicant is related to your Department/Office/Organization/Institution \_\_\_\_\_ which pertains to or partly pertains to \_\_\_\_\_.
3. The required information and/or an appropriate reply may be supplied to the applicant, under intimation to the undersigned.

Encl: As above

Yours faithfully,  
 Authorised Person:  
 E-mail address:  
 Web-site:  
 Telephone No:

Copy to: The Applicant

Yours faithfully,  
 Authorised Person:  
 E-mail address:  
 Web-site:  
 Telephone No:

**FORM D**  
**Rejection Order**  
[Rule 6(ii)]

No. \_\_\_\_\_

Dated \_\_\_\_\_

From

\_\_\_\_\_

To

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sir/Madam,

Please refer to your application, I.D. No. \_\_\_\_\_ dated \_\_\_\_\_  
addressed to the undersigned regarding supply of information on \_\_\_\_\_.

2. The information asked for cannot be supplied due to following reasons:-

- (i)
- (ii)

3. As per Section 19 of the Right to Information Act, 2005, you may file an appeal to the Appellate Authority within thirty days of the issue of this order.

Yours faithfully,  
Authorised Person  
E-mail address :  
Web-site :  
Telephone No. :

**FORM E**  
**Form of Supply of information to the applicant**  
[Rule 6(iii)]

No. \_\_\_\_\_

Dated \_\_\_\_\_

From

\_\_\_\_\_

To

\_\_\_\_\_

\_\_\_\_\_

Sir/Madam,

Please refer to your application, I.D. No. \_\_\_\_\_ dated \_\_\_\_\_  
addressed to the undersigned regarding supply of information on \_\_\_\_\_.

2. The information asked for is enclosed for reference.\* The  
following partly information is being enclosed.\*

- (i)
- (ii)

The remaining information about the other aspects cannot be supplied due to  
following reasons:-\*

- (i)
- (ii)
- (iii)

3. The requested information does not fall within the jurisdiction of the  
undersigned.\*

4. As per Section 19 of the Right to Information Act, 2005, you may file an  
appeal to the Appellate Authority within thirty days of the issue of this  
order.\*

Yours faithfully,  
Authorised Person  
E-mail address :  
Web-site :  
Telephone No. :

\*Strike out if not applicable.

**FORM F**  
**Appeal under Section 19 of the Right to Information Act, 2005**  
 [(Rule 8(i))]

To \_\_\_\_\_ I.D. No. \_\_\_\_\_  
 (For official use)

Appellate Authority  
 Address:

1. Name of the Applicant
2. Address
3. Particulars of the authorized person
  - (a) Name
  - (b) Address
4. Date of submission of application in Form A
5. Date on which 30 days from submission of Form A is over
6. Reasons for appeal
  - (a) No response received in Form B or C within thirty days of submission of Form A [8(i)(a)].
  - (b) Aggrieved by the response received within prescribed period [8(i)(b)] [copy of the reply received be attached]
  - (c) Grounds for appeal.
7. Last date of filing the appeal. [See Rule 8(iii)]
8. Particulars of information:-
  - (i) Information requested
  - (ii) Subject
  - (iii) Period
9. <sup>[1]</sup>Omitted.

Place : \_\_\_\_\_ Signature of Appellant  
 Date : \_\_\_\_\_ E-mail address, if any:  
 Telephone No. (Office) :  
 (Residence) :

**Acknowledgement**

I.D. No. \_\_\_\_\_ Dated \_\_\_\_\_

Received an Appeal application from Shri/Ms. \_\_\_\_\_ resident of \_\_\_\_\_ under Section 19 of the Right to Information Act, 2005.

Signature of Receipt Clerk  
 Appellate Authority  
 Telephone No. :  
 E-mail address, Web-Site