

CHAPTER – I

INTRODUCTION

1.1(a) Back Ground

The Government of Andhra Pradesh orders issued in G.o.M.S.No. 504,,GA (I&PR-II), dated 12-11-2005 constituted the Andhra Pradesh Information Commission under the Right to Information Act, 2005 (Central Act 22 of 2005) to exercise the powers Conferred on and to perform functions assigned to it under the said act.

This Handbook is prepared in accordance with the mandatory requirement of the RTI Act, 2005. The RTI Act, 2005 makes transparency the norm in the functioning of every public authority.

1.1(b) Salient Features of Right to Information Act, 2005

To promote transparency and accountability of every Public Authority.

To enhance effective functioning of the Government

Optimum utilization of limited fiscal resources.

Preservation and confidentiality of sensitive information.

1.2 Concept

To provide for setting out the practical regime of right of information for citizens.

To secure access to information under the control of the public authorities.

To promoted transparency and accountability in the working of every public authority.

1.3 RTI Act – Key Definitions:

“Information” means

Any material in any form, including records, documents, memos, e-mails, opinions, advices, press release, circulars, orders, logbooks, contracts, reports, papers, samples, models, data materials held in any electronic form and information relating ot any private body which can be accessed by a public authority under any other law for the time being in force

“Record” includes

- a) any document, manuscript and file
- b) any microfilm, microfiche and facsimile copy of a document.
- c) any reproduction of image or images embodies in such microfilms(whether enlarged or note) and
- d) any other materials produces by a computer or any other device

“Public Authority” means

Any authority or body institution of Self – Government established or constituted:

- a. by or under the Constitution
- b. by any other law made by Parliament
- c. by any other law made by State Legislature
- d. by notification issued or order made by the appropriate government and includes any
 - i. body owned, controlled or substantially financed.
 - ii. Non – government organization substantially financed, directly or indirectly by funds provided by the appropriate Government.

“right to information” means

The right to information accessible under this Act which is held by or under the control of any public authority and includes the right to :-

- i) inspection of work, documents, records
- ii) taking notes, extracts of certified copies of documents or records
- iii) taking certified samples of material
- iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device

1.4 Application fee to Accompany request for obtaining information as prescribed in GO Ms No. 454 GA (I&PR –II) dated 13-10-2005

A request for obtaining information under sub –section (i) of section 6 shall be accompanied by an application fee by way of cash or by demand draft or by bankers Cheque payable to the Accounts officer or any other duly authorized officer of the Public Authority, against proper receipt, at the following rates:-

- a) in respect of public authorities at the village level no fee
- b) in respect of public authorities at mandal level Rs. 5/- per application
- c) in respect of public authorities other than those covered above Rs. 10/- per application

The head of account for remittance of fee as per GO Ms. No. 530 GA(I & PR II) dated 29th November 2005

“0070 – Other Administrative Services – 60- Other Services –MH 800 Other receipts –SH(25) Receipts under Right to Information Act 2005-001 Receipts Under right to Information Act 2005”

1.5 Fee to be charged for providing information – As per GO Ms No. 454 GA (I & PR- II) dated 13th October 2005 and GO Ms No. 545 GA(I & PR II) dept 12th December 2005

For providing information under sub – section (1) or sub – section (5) of section 7 a fee shall be charged, by way of cash or demand draft or banker Cheque, payable to the Accounts Officer or any duly authorized officer of the Public Authority, against proper receipt at the following rates:

- A) **Priced Materials:** Publications printed matter, text, maps, plans, floppies, CDs, samples, models or material in any other form, which are priced, the sale price thereof :
- B) Other than priced material:**
1. Material in printed or text form (in A4 or A3 sizes paper) Rs. 2/- per each page per copy
 - ii) Material in printed or text form in larger than A4 or A3 size paper actual cost thereof :
 - iii) Maps and Plans – actual cost thereof :
 - iv) Information in Electronic format viz, Floppy, CD or DVD
 - a) rupees fifty for Floppy of 1.44 MB
 - b) rupees one hundred for CD of 700 MB and
 - c) rupees two hundred for CD (DVD)
 - v) Samples and Models – actual cost thereof :
 - vi) Inspection of records – no fee for the first hour: and a fee of Rupees Five for each subsequent hour (or fraction thereof)
 - vii) Material to be sent by post- the actual postal charge in addition to the charge payable as per these rules.