

ALL INDIA FOOTBALL FEDERATION

Information Manual Under Right to Information Act,2005

This information manual contains details about the All India Football Federation for use of all Citizens under the Right to Information Act,2005.

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Chapter 1

Introduction

Founded in 1937, the All India football Federation (AIFF) is the apex administrative body, governing the game of football in India.

One of the founder members of the Asian football Confederation (AFC), AIFF was affiliated to FIFA (international governing body of football), in 1948 and to AFC (Asian Football Confederation) in 1954.

Since its inception, AIFF has played a key role in promoting football in India.

To serve the purpose, it has taken the responsibility of the Indian national football team and has been hosting a number of tournaments at the national level, prominent being the

National Football League (I League), Indian Super League, Federation Cup and National Football Championship for Santosh Trophy besides age group & baby leagues.

Brief History

Before AIFF – Before the birth of the AIFF, India was lacking a properly constituted national organization for football. Since football gained immense popularity year after year, a need for the proper administration of the game was considered. The oldest and the most popular state association of its kind – the Indian Football Association (IFA), (The association that governed football in west Bengal, the hub of football) – was given the status of the de-facto governing body of football, by the football lovers of the country. During the time, the IFA was affiliated to the Football Association (FA) of England. All the foreign tours were organized by IFA.

Birth of AIFF – The All India Football Federation is the brainchild of the representatives of football associations of six regions, where the game was popular in the pre-independence period, in India. The delegates arranged a meeting on 23 June 1937 at the Army Headquarters, Shimla, and decided to establish a governing body for football, as the game was growing in popularity in the country. The associations and regions, which the delegates represented, were the Indian Football Association and regions, which the delegates represented, were the Indian Football Association, Army Sports Control Board and North West India Football Association, United Provinces, Bihar and Delhi. The office-bearers were elected at the inaugural meeting of AIFF.

Chapter-2

Particulars of Organization, Function and Duties

All India Football Federation

1. Organisation

All India Football Federation is registered with the Registrar of Societies, Mumbai under the Societies Registration Act 1860.

All India Football Federation is the governing Body for the game of Association of Football in India. It is affiliated to FIFA, AFC and the Indian Olympic Association. It is recognized by the Ministry of Sports and Youth Affairs.

All India Football Federation has 33 affiliated State Associations who are permanent members of the All India Football Federation.

The State Football Associations have districts Football Associations affiliated to them. Clubs are either directly affiliated to the District Football Associations or in States which have less than 7 districts directly affiliated to the State Associations .

A list of Departments of All India Football Federation are listed below:

- i. National Teams.
- ii. Competitions.
- iii. Technical Department which includes Grass Roots, Coach Education, Academies.
- iv. Referees.
- v. Media.
- vi. IT .
- vii. Player Status & Registration.
- Vii League including Women's league & Baby league.
- viii. Operations & Strategic Planning.

- ix. Integrity.
- x. Administration.
- xi. Logistics.
- xii. Accounts.
- xiii. Legal.

Chapter –3

Powers and Duties of Officers and Employees

General Secretary is the Chief Executive of the General Secretariat of the All India Football Federation.

Responsibility of the General Secretary

1. Implementing decisions passed by the General Body and the Executive Committee in compliance with the President's directives.
2. To bring to the notice of the President and the Executive Committee any breaches to the AIFF Constitution ,Regulations, Directives and decisions by the Member Association, an official or Player or any other individual or organization.
3. Participate in all Meetings of the General Body ,Executive Committee and other committees as an ex officio member without any voting rights.
4. Managing and keeping accounts of the AIFF in consultations with the Treasure.
5. Compiling and circulating minutes of the General Body, Executive Committee, Emergency Committee and Standing and Ad Hoc committees.
6. Overseeing all correspondences of the All India Football Federation.
7. Relations with the Members,Committees,National Associations,FIFA,AFC and SAFF etc.
8. The appointment and dismissal of Staff working in the Secretariat with the approval of the President.
9. Organizing the General Secretariat including all departments.
10. Recommending appointment of the managerial staff to the President.
11. To present the brief monthly report to the President on activities and financial statement for understanding of the President.
12. Strategize all activities in line with the Vision of the AIFF.

Chapter –4

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

| Name of the Document | Type of Document | Brief Write up | How to get copy | Fee charged |
|----------------------|------------------------|---|------------------------------------|-------------|
| Regulations | Tournament regulations | Gives guidelines for all Tournament conducted by AIFF | Available ON Line in AIFF Website. | - |
| Player Status | AIFF rules | | | |

| | | | | |
|------------------------|--|---|--|---------|
| Players Status | governing the AIFF rules on transfer & status of players June 21 | Guidelines for Players Transfers | Available ON Line | - |
| Intermediary | Intermediary transaction details 2021 | | On Line | |
| Intermediary Fee | AIFF Intermediary Fee 20- 2021 season | | On Line | |
| Club licensing | AIFF club licensing regulations 2021 | | On Line | |
| Club Licensing | Club licensing regulations 2021n for I league qualifiers | | On Line | |
| Constitution | AIFF Constitution 2017 | Constitution of AIFF conforming to FIFA,AFC Statues | Available ON Line | Nominal |
| Code of Ethics | Code of Ethics | | Available ON Line | |
| Disciplinary Code | | | Available on Line | |
| Development Activities | On Line | Coaching & Education, Academy Accreditation ,Grass Roots, Refereeing, Club Competitions, I League | All Line system for all stake holders. | |

Chapter –5

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

All communications of Public interest are disseminated through AIFF Website & Social Media.

Chapter –6

A statement of the categories of documents that are held by it or under its control

Statement of the categories of documents that are held by it or under AIFF control

| S No | Category of Document | Name | On Line | Procedure to obtain | Held /control by |
|------|----------------------|------|---------|---------------------|------------------|
| | | | | | |
| | | | | | |

7 -A statement of boards, council, committees and other bodies constituted as its part.

Frequency of meetings Once in 3 months Can public participate in the meetings : No
Are minutes of the meetings prepared :Yes

ALL INDIA FOOTBALL FEDERATION EXECUTIVE COMMITTEE 2017-20

- | | | |
|-----|---------------------------|--------------------------------------|
| 1. | Mr. Praful M. Patel | President |
| 2. | Mr. Subrata Dutta | Vice President |
| 3. | Mr. K.M.I. Mather | Vice President |
| 4. | Mr. Subhash Chopra | Vice President |
| 5. | Mr. Larsing Sawyan | Vice President |
| 6. | Mr. Manvendra Singh | Vice President |
| 7. | Mr. Z.A.Thakur | Treasurer |
| 8. | Mr. A.R. Khaleel | Member (resigned) |
| 9. | Mr J.Jessiah Villavarayar | Member |
| 9. | Mr. H.N. Brahma | Member |
| 10. | Mr. Lalnghinglova . Hmar | Member |
| 11. | Mr. Deepak Sharma | Member |
| 12. | Mr. Ghulam Rabbani | Member |
| 13. | Mr. Sanjay Behera | Member (resigned) |
| 14. | Mr. Gulab Chauhan | Member |
| 15. | Mr. Amit Deo | Member |
| 16. | Ms Sara Pilot | Member (Women) |
| 17. | Ms Anjali Shah | Member (Women) |
| 18. | Mr Abhishek Yadav,Dy GS | Member (Former International Player) |
| 19. | Mr. Kushal Das | General Secretary (Ex - officio) |

AUDIT & FINANCE COMMITTEE

1. Mr. Utpal Ganguli Chairman
2. - Vacant--(since Mr Samsuddin demised) Vice Chairman (vacant)
3. Mr. Z.A Thakur Ex-officio (Treasurer)
4. Mr. Hardev Jadeja
5. Mr. Franco Miranda
6. Mr. Subrato Debbarma
7. Mr J. Jesiah Villvaryar
8. Mr. Aniruddha Ghosh
9. Mr Gopal Krishna Kosaraju
10. Mr N.K. Bhatia

COMPETITION COMMITTEE

1. Mr. Manvendra Singh Chairman
2. Mr. A.R.Khaleel Vice Chairman
3. Mr. Deepak Sharma
4. Mr. Ankur Dutta
5. Mr. Syed Imtiaz
6. Mr. Dipen Ghosh
7. Mr. Avijit Paul
8. Mr Devang Bhimjyani.
9. Mr Nagendra Singh.

Frequency of meetings on as required basis .

Can public participate in the meetings :No

Are minutes of the meetings prepared : Yes

REFEREES COMMITTEE

1. Mr. Gulab Singh Chauhan Chairman
2. Mr. A.R.Dev Vice Chairman
3. Mr. Rizwan ul Haq
4. Mr.S.Ramchandran Nair
5. Mr Nazeer Ahmed
6. Mr. Walter Pereira
7. Mr Bikash Mukherjee
8. Mr RD Sow
9. Mr Ravi Shankar
10. Mr Inayatulla Khan
11. Mr M.K Roy

Frequency of meetings : As required basis.

Can public participate in the meetings :No
Are minutes of the meetings prepared :Yes

WOMEN'S FOOTBALL COMMITTEE

1. Mrs. Sara Pilot Chairperson
2. Mr Sanjay Behera Vice Chairperson (resigned)
3. Ms. Rekha Yadav
4. Ms. Sudeshna Mukherjee
5. Mr.Ranjit Roy (since deceased)
6. Ms. Shabana Rabbani
7. Mr. S Dhanasegar
8. Ms Anjali Shah

Frequency of meetings :Biannual.

Can public participate in the meetings : No.

Are minutes of the meetings prepared : Yes

DEVELOPMENT COMMITTEE

1. Mr. Larsing M Sawyan Chairman
2. Mr Subhash Chopra Vice Chairman
3. Mr. Gulam Rabbani
5. Mr. Deepak Kumar
6. Mr Surinder Kumar
7. Mr. Joydeep Mukherjee
8. Mr Yash Patel
9. Mr. Menla Ethenpa

Frequency of meetings on as required basis .

Can public participate in the meetings : No

Are minutes of the meetings prepared :Yes

CLUB LICENSING COMMITTEE

1. Dr Girija Mungali Chairman.
2. Anirban Gupta,Advocate. Vice Chairperson
3. Mr Jeet Parikh.

4. Mr Shekhar Nagar.
5. Mr Bikramjit Singh Purkaystha

SPORTS MEDICAL COMMITTEE

Frequency of meetings on as required basis .Can public participate in the meetings :No
Are minutes of the meetings prepared :Yes

1. Dr. Vece Paes - Chairman
2. Dr. G.D. Gandhi Vice Chairman
3. Dr. PSM Chandran
4. Dr. Nisha Alvares
5. Dr. Manpreet Singh
6. Dr. Sandeep Kumar
7. Mr Heath Matthew

LEGAL ADVISORY COMMITTEE

1. Mr Rahul Mascarenhas,Advocate.
2. Mr Prateek Chadha,Advocate.
3. Mr Pijush SC Roy,Advocate.
4. Ms Vandana Gupte.

TECHNICAL COMMITTEE

1. Mr. Shyam Thapa Chairman
2. Mr. Henry Menezes Vice Chairman
3. Mr. G.P Palguna
4. Mr. Abhishek Yadav
5. Mr. Pradip Dutta
6. Mr Ishfaq Ahmed
7. Mr. Prosanto Banerjee
8. Mr. Sunder Raman

Frequency of meetings on as required basis .
Can public participate in the meetings: No
Are minutes of the meetings prepared : Yes

Futsal & Beach Football Committee

1. Mr. Sivankutty - Chairman
2. Vacant (due to demise of Mr Rabello) Vice Chairman
3. Mr. Amit Khemani
4. Mr. Adesh Jeejeebhoy
5. Mr Malli Reddy Srinivasulu
6. Mr G.Srinivasan
7. Mr .Rajeev Gupta
8. Mr Seenimohideen
9. Mr. Dr S.A Rahman

DISCIPLINARY COMMITTEE

1. Mr U.N. Banerjee ,Sr Advocate Chairman
2. Mr AN Roy Vice Chairman.
3. Mr Adithya Reddy,Advocate.
4. Mr Amit Anand Tiwari
5. Mr Harish Vohra
6. Mr Godfred Pereira
7. Mr Krishendu Banerjee,Advocate.
8. Mr N.A Khan

. Frequency of meetings:: as required.

Can public participate in the meetings : No ,Are minutes of the meetings prepared Yes

PLAYERS STATUS COMMITTEE

1. Mr Babu Mather Chairman.
2. Mr M.P. Swamy Dy Chairman.
3. Mr Anil Kshatriya
4. Mr Adlear D'Cruz
5. Mr KP Sunny
6. Mr Niharendu Majumdar,Advocate
7. Mr Pradip Chowdhury
8. Mr MS Patwal.
9. Mr Godfrey Pereira

ETHICS COMMITTEE

1. Mr Amod Kanth Chairman
2. Mr Premtosh Mishra Dy Chairman
3. Mr Pradip Bose.

4. Mr H.N Brahma
5. Mr PS Raman.
6. Mr Atuo Mezhur

AIFF APPEALS COMMITTEE

- | | | |
|----|-----------------------------|---------------|
| 1. | Mr. Justice (Retd) MY Iqbal | Chairman. |
| 2. | | Vice Chairman |
| 3. | Mr Sourav Kripal,Advocate | |
| 4. | Mr Shuva Mandal | |
| 5. | Mr Shivanand (DGP Retd) | |
| 6. | Mr Savio Messias. | |
| 7. | Mr Sharafatullah | |
| 8. | Mr Sushil Solanki | |
| 9. | Mr Tamal Mukherjee,Advocate | |

LEAGUE COMMITTEE

- | | | |
|----|-----------------------|---------------|
| 1. | Mr. Subrata Dutta | Chairman |
| 2. | Mr Lalnghinglova Hmar | Vice Chairman |
| 3. | Mr. B.K Roka | |
| 4. | Mr. Anil Kumar P | |
| 4. | Mr. Souter Vaz | |
| 5. | Mr. Chirag Tanna | |
| 6. | Mr. Rochak Langer | |

Frequency of meetings on as required basis .
Can public participate in the meetings :No
Are minutes of the meetings prepared : Yes

Chapter –8

The names, designation and other particulars of the Public Information Officers

Central Public Information Officer of All India Football Federation as on 1st Sep 2021.

Mr Harendra Swain
Senior Manager
AIFF Football House
Sector 19,Dwarka
New Delhi 110075

Phone :011-25308200
E Mail : aiff@the-aiff.com

Appellate Authority.

Mr Subrata Dutta
Vice President
AIFF Football House
Sector 19,Dwarka
New Delhi 110075
E Mail : aiff@the-aiff.com

Chapter –9

Procedure followed in Decision Making Process

Procedures laid down in AIFF Constitution is followed.

Chapter –10

Directory of Officers and Employees

Directory of Officers and Employees working in AIFF Secretariat as on 1st April 2017.

LIST OF AIFF OFFICIALS & STAFF

| S.No. | Name & Designation | Designation |
|-------|-----------------------|--|
| 1. | Mr. Kushal Das | General Secretary |
| 2. | Ms. Jyotsna Gupta | Executive Assistant to General Secretary |
| 3. | Ms Swati Kothari | GM (S&O) |
| 4. | Mr Razek Zaman | Manager (S&O) |
| 5. | Ms Arundhuti Ghosh | Manager HR |
| 6. | Mr Abhishek Yadav | Dy GS |
| 7. | Mr Vikram Nanivadekar | Scouting & talent identification |
| 8. | Ms. Shantha Gopinath | Manager (NT Deptt) |
| 9. | Mr Himanshu Kharolia | Coordinator (NTD) |
| 10. | Ms. Sapna Rani | Manager (Women team) |
| 11. | Ms Akanksha Chhibber | Coordinator (Women team) |
| 12. | Mr. Sunando Dhar | CEO League |
| 13. | Mr Akshay Rohtagi | Manager Club Licensing & |

| | | |
|-----|-----------------------------|--|
| | | Operations I league |
| 14. | Mr Indranil Das | Manager |
| 15. | Mr Sahil Singh | Coordinator League |
| 16. | Mr Abhishek Yadav | Asst Manager League |
| 17. | Mr Swagato Bhattacharya | Asst Manager League |
| 18. | Mr Deepak Nayak | Manager Baby League/Futsal |
| 19. | Ms Indu Chaudhary | Manager (Women League) |
| 20. | Mr Jai Narain | Assistant |
| 21. | Mr. Anil Kamat | AGS & Director (Competitions) |
| 22. | Mr. Rahul Parashar | Manager (Competitions) |
| 23. | Mr. Vinod Panicker | Coordinator |
| 24. | Mr. Savio Medeira | Acting TD & Head of Coach Education |
| 25. | Ms Shveta Sharma | Manager (Coach Education) |
| 26. | Mr Shubham Kapoor | Coordinator (Coach education) |
| 27. | Mr Aman Dubey | Coordinator (Coach education) |
| 28. | Mr Rathin Saha | Manager GR |
| 29. | Mr Ravishankar J | Director (Referees) |
| 30. | Mr Suresh Srinivasan | Manager Referee Development |
| 31. | Mr Prakhar Tomar | Asst Manager Referee Deptt D |
| 32. | Mr Anup Kumar | Asst Manager (Referees Administration) |
| 33. | Mr Sankalp Pujari | Director Player Status & TMS |
| 34. | Mr Akshay Rajpurohit | Asst Manager (Regn Deptt) |
| 35. | Ms Divya | Coordinator (Regn Deptt) |
| 36. | Ms Varsha | Coordinator (Regn Deptt) |
| 37. | Ms Aindrila Das | Coordinator (Regn Deptt) |
| 38. | Mr Pushpargha Chattopadhyay | Head of State Development Department |
| 39. | Mr Rohan Nandi | Manager Academies/SD |
| 40. | Mr Nilanjan Datta | Director Media |
| 41. | Mr Soumo Ghosh | Media Coordinator |
| 42. | Ms. Sruti Chakraborty | PR Coordinator |
| 43. | Mr Nildeep Mondal | Sr Manager Digital Media & Sponsor servicing |
| 44. | Mr Dhruv Shah | Website & Content Coordinator |
| 45. | Ms Radhika Daga | Graphic designer |

| | | |
|-----|------------------------------|--|
| 46. | Mr Manoj Gupta | Director Finance & Accounts |
| 47. | Mr. Naveen Jain | Astt Manager (Accounts) |
| 48. | Mr. Arunendra Pratap Singh | Astt Manager (Accounts) |
| 49. | Mr Rajesh Arora | Accounts Executive |
| 50. | Mr. Ashok Arora | Director Logistics |
| 51. | Ms. Snigdha Bagchi | Astt Manager Logistics |
| 52. | Mr Kapil Asija | Coordinator Logistics |
| 53. | Ms Debismitha Sarma | Coordinator Logistics |
| 54. | Mr. Bineet Jha | Manager (IT) |
| 55. | Mr Gursimaran Brar | Director Legal affairs & compliances & International Relations |
| 56. | Mr Rudranath Sinha | Manager Legal |
| 57. | Ms Kumudavilli Seetharaman | Assistant Manager Legal |
| 58. | Mr Javed Siraj | Integrity officer |
| 59. | Lt. Col. B.M.R. Mehta (Retd) | AGS (Admin) |
| 60. | Mr. Harender Swain | Sr. Manager/CPIO & Purchase |
| 61. | Ms. Meenakshi Khattar | Asst Manager (Admin) |
| 62. | Ms Pushpa Rana | Asst Manager Admin |
| 63. | Mr Mukesh Singh Rawat | Coordinator (Admin) |
| 64. | Mr Sandeep Dhoundhiyal | Coordinator (Admin) |
| 65. | Mr. Satender Kumar | Electrician cum office Asst |
| 66. | Mr. Gopal Singh Rawat | Driver |
| 67. | Mr Mohan Kumar | Driver |
| 68. | Mr. Ram Balak Das | Office Boy |
| 69. | Mr. Bahadur Singh Karki | Office Boy |
| 70. | Mr. Hardev | Office Boy |
| 71. | Mr Sunil Jha | Office Boy |
| 72. | Mr Mahendra Barrick | Office Boy (LOC) |
| 73. | Ms Rosy D'Costa | Receptionist (Goa) |
| 74. | Mr Jose Franciso Fernandes | Francis (Office Boy ,Goa) |
| | | |

Salary/Fee

| S.no | Designation | Pay/Fee Grade /Band in Rs per month |
|------|-------------------|-------------------------------------|
| 1. | General Secretary | 3-6 Lakhs |
| 2. | CEO/COO | 2-4 Lakhs |
| 3. | Directors/HODs | 1-2 Lakhs |
| 4. | Senior Managers | 70000-1,20,000 |
| 5. | Managers | 40000-70000 |

| | | |
|-----|--------------------------------|-------------|
| 6. | Assistant Managers | 25000-40000 |
| 7. | Coordinators | 15000-25000 |
| 8. | Office Assistants/Receptionist | 15000-20000 |
| 9. | Electricians/Drivers | 15000-20000 |
| 10. | Office Boys | 13350-20000 |

Mailing Address

All India Football Federation, Football House, Sector -19, Phase 1, Dwarka ,
New Delhi-110075
Phone Nos. 011 25308200 , Fax Nos. 011 25308234,25308236.
Website : www.the-aiff.com; Email Id : aiff@the-aiff.com

Chapter –12

The Budget Allocated to each Agency

(Particulars of all plans, proposed expenditures and reports on disbursement made)(as published in Website)

Chapter –13

The Manner of Execution of Subsidy Programmes

All India Football Federation gives subsidy for tournaments as per Budget approved by the AGM & Regulations of the tournaments.

Chapter –14

Particulars of Recipients of Concessions, permits or authorization granted by it.

Only Railways concession is available to players participating in various Tournaments.

Chapter –15

Norms set by it for the discharge of its functions

As per norms set by FIFA/AFC and AIFF constitution and Tournament Regulations.

Chapter –16

Information available in an electronic form

This information is also available ON LINE in All India Football Federation 's website, www.the-aiff.com

Chapter –17

Particulars of the facilities available to citizens for obtaining information

Citizens can contact AIFF through www.the-aiff.com or visit AIFF Office for necessary information.

Chapter –18

Other Information

1 Application Procedure for requesting information.

Apply in writing or through electronic means in English or Hindi or in the official language of the area, to Principle Information Officer specifying the particulars of the information sought for.

Reasons for seeking information are not required to be given .Pay fees as prescribed below (if not belonging to the below poverty line category).

2 Payment of fee.

A request for obtaining information under sub-section (1) of section 6 of the Act shall be accompanied by an application fee of Rupees Ten by way of cash against proper receipt or by demand draft or bankers cheque payable to ALL INDIA FOOTBALL FEDERATION

1. The fee charged is rupees two for each page for information requested in print /photocopy form, rupees fifty for information provided on a floppy and Rs. 100 for CD.
2. If further fees are required, then the same will be intimated in writing with calculation details of how the figure was arrived at;
3. Applicant can seek review of the decision on fees charged by the PIO by applying to the appropriate Appellate Authority;
4. No fee will be charged from people living below the poverty line.
5. Applicant will be provided information free of cost if the PIO fails to comply with the prescribed time limit.

3 Time limit to get the information.

30 days from the date of application

48 hours for information concerning the life and liberty of a person

5 days shall be added to the above response time, in case the application for information is given to Central- Assistant Public Information Officer.

If the interests of a third party are involved then time limit will be 40 days (maximum period + time given to the party to make representation).

Failure to provide information within the specified period is a deemed refusal.

Appellate Authority

Mr Subrata Dutta ,Sr Vice President All India Football Federation has been named as the Appellate Authority in all cases pertaining to the All India Football Federation.

FORMS :

Application for seeking Information : FORM –A The application form should be simple and the Dealing hand at the facilitation counter should give reasonable assistance to the applicant to fill up the forms.

Performa for transfer of application. – FORM -B

Performa for rejection order – FORM –C

Format of register to be maintained by the Public Information officer.

The forms are as follows:

Form 'A'

Form of application for seeking information

(See rule 3)

I.D.No _____

(For official use)

To

The Competent Authority,

.....
.....

1. Name of the Applicant :

2. Address :

Particulars of information.

(a) Concerned department :

(b) Particulars of information required :

i. Details of information required :

ii. Period for which information

asked for :

iii. Other details :

I state that the information sought does not fall within the restrictions contained in the Right to Information Act,2005 and to the best of my knowledge it pertains to your office.

A fee of Rs._____ has been deposited in the office of the Competent authority

Vide No_____ dated_____.

Place :

Date :

Signature of Applicant

E-mail address, if any

Tel. No. (Office)

(Residence)

Note :- (i) Reasonable assistance can be provided by the competent authority in filling up the Form A.

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

ACKNOWLEDGEMENT OF APPLICATION IN FORM –A

I.D No _____ Dated: _____

1. Received an application in Form A from

Shri/Ms. _____ resident of

_____ under the Right to Information Act, 2005.

2. The information is proposed to be given normally within 30 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.

3. The applicant is advised to contact the Shri. _____ between 11 A.M to 1 P.M.
4. In case the applicant fails to turn up on the scheduled date(s), the Competent Authority shall not be responsible for delay, if any
5. The applicant shall have to deposit the balance fee, if any, with authorized person 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 and Stamp of the
 Authority accepting the application

E-mail address:.....

Web-site :

Tel.No

Dated

Form 'B'
TRANSFER OF APPLICATION FORM

From _____

No. F. _____ Date :

.....

To,

Sir / Madam,

Please refer to your application; I.D. No. _____ dated _____
 addressed to the undersigned regarding supply of information on

 2. The requested information does not fall within the jurisdiction of this
 Competent Authority and, therefore, your application is being referred
 herewith to Shri _____

3. This is suppression of the acknowledgement given to your on _____

Yours faithfully,

Competent Authority.

E-mail address :

Web-site :

Tel.No.....

Form 'C'
Rejection Order

[See rule 8&9]

From _____

No. F. _____ Dated :

.....

To,

Sir/ Madam,

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

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

i).....

ii).....

As per Section 7 (8) of Right to Information Act, 2005, you may file an
appeal to the Appellate authority , within 30 days of the issue of this order.

Your faithfully,

Competent Authority.

E-mail address :.....

Web-site :

Tel. No.....

FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT AUTHORITY

I.D

No

Name and Address of Applicant

Date of receipt of application in Form A

Type of information asked

Particulars of fee deposited Status of disposal of application

Amount Receipt

No.

Date Information Application

Supplied Partly

Supplied

Rejected Returned

To applicant