



## **Jammu and Kashmir State Information Commission**

جموں اینڈ کشمیر سٹیٹ انفارمیشن کمیشن

(Constituted under The Right to Information Act, 2009)

**Wazarat Road Near D.C. Office, Jammu, Fax No. 0191-2520947, 2520927**

**Old Assembly Complex, Srinagar. Fax No. 0194-2484268, 2484269**

[www.jksic.nic.in](http://www.jksic.nic.in)

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## **N O T I C E**

It is notified for general information of the public that submission of complaints/2<sup>nd</sup> appeals/rejoinders etc. "**through email**" to the J&K State Information Commission is not acceptable. The Commission shall not register such complaints or second appeals u/s 15 and 16 of the J&K Right to Information Act 2009, unless these are submitted properly in writing, strictly according to the procedures laid down in the J&K Right to Information Act-2009 and Rules-2010. While submitting a complaint/second appeal, the complainant or appellant is required under Rules to furnish an appeal duly accompanied by:

- (a) Self attested copy of the original RTI Application submitted before the Public Information Officer (PIO) concerned;
- (b) Copy of receipt/acknowledgement issued by the PIO/Office of the PIO as a proof of having filed RTI Application
- (c) Copy of the proof of the application fee submitted along with application to PIO;
- (d) Copy of the order or decision or response, if any, from the PIO to whom the application was made;
- (e) Self attested copy of the first appeal submitted before the First Appellate Authority with documentary proof of the filing of first appeal;
- (f) Copy of the order or decision or response, if any, from the First Appellate Authority against which the second appeal is being preferred;

(g) A certificate stating that in respect of the information sought which is the subject matter of the appeal:-

(i) no other request for information/application has been previously filed or is pending with any public authority and if so, particulars thereof;

(ii) no appeal, complaint or petition is pending with any court or tribunal or with any other authority including the first appellate authority or a public authority and;

(iii) is not covered by any other appeal, complaint or petition filed before the Commission and , if so, the result thereof;

(h) An index of the documents referred to in the appeal;

2) The complainants /appellants are also advised to submit two sets of appeal/complaint papers for sending the one copy of the same to the respondents.

(Atta-Ur- Rehman Natnoo)KAS  
Secretary  
J&K State Information Commission

No: SIC/Co/Adm/notice/12/2012

Dated: 06 /03/2012

**Copy to the:**

1. Director Information, J&K, Jammu with the request to have this notice published in three leading local dailies each from Srinagar and Jammu.
2. Director, DDK Srinagar for telecasting it as a news item.
3. Station Director, Radio Kashmir Srinagar/Jammu for broadcast as a local announcement in Kashmiri/Urdu/Dogri.
4. Registrar SIC for information.
5. PS to CIC for information of HCIC.
- 6-7 Assistant Registrar, SIC Jammu/Srinagar for information.
8. I/C Website /Circular File.