

Consolidated Till 31st December, 2023

**THE ORISSA HIGH COURT RIGHT
TO INFORMATION RULES, 2005**

HIGH COURT OF JUDICATURE, ORISSA, CUTTACK

NOTIFIATION

The 23rd February, 2006

No.77 - In exercise of power conferred under Section 28 (1), Section 2(e) (III) and Section 2(h), read with Section 5 of The Right to Information Act, 2005 (Act 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.
- ¹(iii) These Rules shall be applicable to the High Court of Orissa and all the District and Subordinate courts under the control of the High Court of Orissa."

2. Definition - In these 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.
- ²(e) "Public Authority" means the High Court of Orissa as well as District and Subordinate courts under the control of 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.

¹ Inserted vide Gazette Notification no. 2851 dated 15.12.2023

² Substituted vide Gazette Notification no. 2851 dated 15.12.2023.

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.
- ¹(c) The ²[Chief Administrative Officer] in the District Headquarters and the senior-most ministerial staff in the outlying stations shall be the ex officio State 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 ³[**] Public Information Officer posted at the Headquarters of the district.
- ⁴(e) The Senior-most Judicial Officers of the outlying stations shall be the Appellate Authorities of their respective areas to decide the appeal against the order of the State Public Information officer of the concerned area.

CHAPTER - III
FEEES

4. ⁵(a) (i) A person desirous of obtaining information authorized under the Act from the High Court of Orissa, Cuttack or District and Subordinate Courts of Odisha may apply to the respective State Public Information Officer in offline mode by filing an application in the form as prescribed by the Government of Odisha on payment of Rs.10/- towards application fees in shape of non-judicial stamp/ Money Order/IPOs/ Bank Drafts etc.
- (ii) A person desirous of obtaining information authorized under the Act from the High Court of Orissa, Cuttack or District and Subordinate Courts of Odisha may apply to the respective State Public Information Officer through online RTI portal by visiting the Court's website i.e. orissahighcourt.nic.in, on payment of Rs.10/- towards application fees, through online mode only in the manner prescribed under the 'Guidelines for using Online RTI Portal of High Court of Orissa'.

¹ Substituted vide Gazette Notification no.1733 dated 13.05.2022

² Substituted vide Gazette Notification no. 2851 dated 15.12.2023

³ Deleted vide Gazette Notification no.1733 dated 13.05.2022

⁴ Substituted vide Gazette Notification no.1733 dated 13.05.2022

⁵ Substituted vide Gazette Notification no. 2851 dated 15.12.2023

¹(b) When any information or copy of document is required to be furnished in response to an application complete in all respect, the said information after due approval of the controlling officer shall be made over by the Superintendent of the concerned Section/ Department/ Office as soon as possible by putting signature with date on each page of the copy. The certified copy of such document(s) shall be issued under the signature of State Public Information Officer.”

²(c) The person applying for such information through offline mode or RTI online Portal may obtain the copy thereof on further payment of Rs.2/- (Rupees two Only) in shape of Non-judicial Stamp/Money Orders/IPOs/Bank Drafts etc. or through online mode in the manner specified under Rule-4(a)(ii), as the case may be, for each sheet of paper comprising of 180 words or part thereof.

Provided that the fees as specified under Rule-4 (a) and (c) shall not be payable in case of a person whose name appears in the latest list of persons below poverty line for which the applicant has to produce photocopy of BPL Card duly attested by himself.

³(d) The applications for 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 ⁴[Appendix-I].

⁵(e) The duly filled in application form for information, complete in all respect shall be received during the office hours of the working days of State Public Information Officer.

⁶(f) Cost of information shall be determined after receipt of the required information from the concerned Section/Department/ Office.

(g) If the required information or decision on the disposal of the application is not received within 3 months, the same will be destroyed and the applicant will have to apply afresh in accordance with the procedure.

CHAPTER-IV

MISCELLANEOUS

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

⁷(i) In respect of the documents or records produced in judicial proceedings, the resolutions/ notings/ proceedings/ minutes of meetings of the administrative committees and the internal reports.

¹ Substituted vide Gazette Notification no. 2851 dated 15.12.2023

² Substituted vide Gazette Notification no. 2851 dated 15.12.2023

³ Clause (d) to (g) renumbered vide Gazette Notification no. 2126 dated 16.11.2018

⁴ Substituted vide Gazette Notification no. 2851 dated 15.12.2023

⁵ Substituted vide Gazette Notification no. 2851 dated 15.12.2023

⁶ Substituted vide Gazette Notification no. 2851 dated 15.12.2023

⁷ Substituted vide Gazette Notification no. 2851 dated 15.12.2023

- (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 and 9 of the Act.

BY ORDER OF THE COURT

**K. N. PANIGRAHY
REGISTRAR (I. & E.)**

¹APPENDIX - I

REGISTER OF APPLICATIONS FOR INFORMATION IN THE HIGH COURT OF ORISSA, CUTTACK AND DISTRICT & SUBORDIANTE COURTS OF THE STATE

Serial Number with date of application	Name of the applicant with address	Date of estimating the cost of information to be paid	Date of filing of cost of information	Date of delivery of information	Signature of the applicant	Remarks
1	2	3	4	5	6	7

- N.B. - (1) If application is rejected, brief reasons thereof shall be entered in red ink in the remarks column.
- (2) If there is delay beyond the prescribed period in delivery of the information, the reasons for such delay shall be noted in the remarks column.
- (3) Register shall be verified by the State Public Information Officer once in every week.

¹ Substituted vide Gazette Notification no. 2851 dated 15.12.2023