

CHAPTER - 18 (MANUAL – 17)

OTHER USEFUL INFORMATION

18.1. Frequently asked questions and their answers by public :-

The public frequently are asking about the schemes available for the welfare of the physically challenged and Backward Class and how to apply for them.

In anticipation of such questionnaires, this department used to give advertisements to the daily news papers on special occasions like Independent's day, Republic day. Through such advertisements the department furnish the full details of the welfare schemes for public awareness. Various application forms for each scheme and admissions into various Homes / Hostels are also made available ready at the institutions of this department as well as at the Directorate.

18.2. Related to seeking information :-

(i) A specimen application form to apply for seeking information from this department is appended to this manual in Form 'A' and made available in the Directorate of Social Welfare.

(ii) No fee has been fixed for the application form or for obtaining information from this department so far. The fees will be fixed in the due course for seeking the information and the applicant should briefly mention the output on which he / she requires information in the application format. Reasonable assistance will be provided to the applicant to fill the application.

(iii) Any person who does not receive a decision within 30 days of information / required matter to the Public Information the enquiry of such period or from the receipt of such decision prefer an appeal to the appellate authority under the Right to Information Act in the prescribed format.

18.3. No training is imparted to the public by the Social Welfare Department.

18.4. Physically Handicapped certificates are issued by this department.

18.5. Not applicable to this department.

18.6. Not applicable to this department.

18.7. Not applicable to this department.

18.8. No other services other than mentioned in this manual are provided by this department.

APPENDIX

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 :

- 3. 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 :

4. I state that the information sought does not fall within the restrictions contained in Section 6 of the Act and to the best of my knowledge it pertains to your office.

5. 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 section 5 (1) of
the Delhi Right to Information Act, 2001.

2. The information is proposed to be given normally within 15 days and in any case 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 undersigned on
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 the authorize 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
Competent Authority**

e-mail address:.....

Web-site :.....

Tel.No.....

Dated :

FORM – D

**Form of supply of information to the applicant
[See rule 4(3)]**

From.....
No. F.....
To.

Date.....

.....
.....
.....

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.

(OR)

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 this Competent Authority.

4. As per Section 7 of Delhi Right to Information Act, 2001, you may file an appeal to the Public Grievances Commission, Government of Delhi, within 30 days of the issue of this order.

Yours faithfully,

Competent Authority.

e-mail address :

Web-site :

Tel.No.

Strike out if not applicable.

