

**nra;jpahsh; mq;fPfhuj;jpw;fhd tpz;zg;gk;
APPLICATION FOR PRESS ACCREDITATION**

- 1 ehspjo; / nra;jp epWtdj;jpd; ngah; jkpo; :
kw;Wk; Mq;fpyj;jpy;)
Name of the Newspaper / Media (Tamil & English)
- 2 ehspjo; / nra;jp epWtdj;jpd; jd;ik :
Nature of the Newspaper / Media
- 3 mr;rplg;gLk; gpujpfspd; vz;zpf;if :
gad;ngWNthh; vz;zpf;if
Circulation / Professional Standing of the Agency
- 4 Kfthp :
Address
- 5 njhiyNgrp vz; / /Ngf;]; vz; :
Telephone No. / Fax No. :
- 6 tpz;zg;jhuh; ngah; (jkpo; kw;Wk; Mq;fpyj;jpy;) :
Name of the Applicant (Tamil & English)
- 7 gjtpapd; ngah; Designation :
- 8 gpwe;j Njip kw;Wk; taJ Date of birth and Age :
- 9 gzpapy; Nrh;e;j ehs; Date of appointment :
- 10 mDgtk; Experience :
- 11 (m) ciof;Fk; gj;jphpf;ifahsh; rl;l;jpw;F :
cl;gl;L gzpGhpgtuh ?
Is he / she working as a Journalist as per the
Working Journalist Act ?
- (M) KO Neu Copauh ? :
Is he /she a fulltime employee ?
- 12 ,Ug;gpl Kfthp kw;Wk; njhiyNgrp vz; :
Residential Address & Phone No :
- 13 ,izf;fg;glNtz;ba rhd;wpjo;fs; tptuk; :
Copies to be enclosed :
- (m) gzpapy; Nrh;e;jikf;fhd Mid :
Appointment Order
- (M) mDgt rhd;wpjo;fs; :
Experience Certificates
- (,) rk;gsr; rhd;wpjo; (ntsp khepy ntspaPLfSf;F :
kl;Lk;)
Pay –slips in the case of Correspondents
of upcountry papers

ehs; Date :

,lk Place :



**epWtdj; jiythpd; ifnahg;gk;
Signature of the Editor / Head of the Media
With Date and Seal**

ACCREDITATION
mQ;fPfhuj;jpw;fhd tpz;zg;gk;
(FACT SHEET)
jfty; gbtK;

- 1 **tpz;zg;jhuh; ngah; (jkpo; kw;Wk; Mq;fpyj;jpy;)** :
Name of the Applicant (Tamil & English)
- 2 **gjtPapd; ngah; Designation** :
- 3 **gZpGhpAk; epWtdj;jpd; ngah;** :
Name of the Organisation
- 4 **gZpGhpAk; epWtd Kfthp** :
(**njhijNgrp vz; kw;Wk; /Ngf;]; vz;**)
Address of the Organisation (phone No / Fax No.)
- 5 **gpwe;j Njpp** :
Date of Birth
- 6 **epue;ju ,Ug;gpl Kfthp** :
Permanent Residential Address
- 7 **jw;Nghija ,Ug;gpl Kfthp** :
Present Residential Address
- 8 **,Ug;gpl njhijNgrp vz;** :
Residential Phone No. / Cell No.

Njpp :
Date

tpz;zg;gj;jhuh; ifnahg;gk;
Signature of the applicant

Fwpg;G : mQ;ry;jij mstpyhd tpz;zg;gk; Gifg;glk; xd;W jdpahf ,izf;fg;gl Ntz;Lk;
Note : One stamp size colour photograph to be enclosed separately.

mYtyfg; gaDf;F kl;Lk; (For Office Use only)

- 1 **.nra;jpahsh; mQ;fPfhuf; FOtpd;** :
ghprPyid ehs;
- 2 **mQ;fPfhuk; toq;fg;gl;ljh?** : **Mk; / ,y;iy**
- 3 **mQ;fPfhu vz;** :
- 4 **,ju Fwpg;Gfs;** :

IMPLEMENTATION OF RIGHT TO INFORMATION ACT 2005

The Government of Puducherry has designated following Public Authorities in the Directorate of Information & publicity as Public Information Officers with respect to the Department.

1.Thiru .S Chandrasekaran
Director/ Public Information Officer
Directorate of Information & Publicity
No25, Lauristan Street
Puducherry
Ph:0413 - 2334398

Thiru TR Seshachalam
JAO/Assistant Public Information Officer-1
Ph: 0413- 2337078 & 2336415

Thiru K.G Dominic Savio
Assistant Director/Assistant Public Information Officer-11
Ph: 0413 -2337078 , 2336415

Thiru Kadir Velayudham
Assistant Director In charge / Assistant Public Information Officer -Karaikal
Ph:04368-222596

Tmt. P Shobha
Public Relation Assistant / Assistant Public Information Officer- Mahe
Ph. 0490- 2332222

Thiru B Iswara Rao
Public Relation Assistant / Assistant Public Information Officer -Yanam
Ph: 0884 2321223/2321243

The Secretary to Government (Information Publicity), Puducherry is the appellate authority in respect of the Directorate of Information Publicity under RTI Act. The prescribed application forms for obtaining information under the act is appended herewith

RIGHT TO INFORMATION ACT
Form - A
Form of application for seeking information
(see rule 3)

To

The Competent Authority

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

Name of the applicant :

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 :

2. 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.

1. A fee of Rs_____ has been deposited in the office of the Competent Authority vide No_____ dated _____

Place

Date
e-mail address, if any

Signature of the applicant

Tel. No (office)

Residence

Note: Reasonable assistance can be provided by the competent authority in filling up Form A. Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

**RIGHT TO INFORMATION ACT
ACKNOWLEDGEMENT OF APPLICATION IN FORM –A**

I.D. No...

Dated

1. Received an application in Form-A from Sri/Ms resident of.....under section 5(1) of the Right to Information Act
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 incase 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 11A.M. to 1 P.M.
4. Incase the applicant fails to turn up on the scheduled date ,the Competent Authority shall not be responsible for delay , if any
- 5 The applicant shall have to deposit the balance fee ,if any , within the authorized person before collection of information
- 6 The applicant may also consult Website of the department from time to time to ascertain the status of his application.

Signature and Stamp of the
Competent Authority

e-mail address:

Website:

Tel No:

Dated

RIGHT TO INFORMATION ACT
Form -B
Outside the jurisdiction of the Competent authority
[See rule 4(1)]

From dated
.....
.....
.....
.....

No. F.

To
.....
.....

Sir/Madam,

1. Please refer to your application ID 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 returned herewith
3. This is in suppression of the acknowledgement given to you on
4. You are requested to apply to the competent authority

Yours faithfully,

Competent authority

Email address

Website

Tel no

RIGHT TO INFORMATION ACT
Form -C
Rejection Order

From

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

Dated,

No. F.

To

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

Sir,

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

2. The information asked for cannot be supplied due to following reasons
(i)
(ii)

3. As per section of the Right to information Act you may file an appeal to to
thewithin 30 days of the issue of this order

Yours faithfully,

Competent Authority

Email

Web site

Tel No

RIGHT TO INFORMATION ACT
Form D
Form of supply of information to the applicant
See rule 4 (3)

From dated

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

No F

To

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

Sir,

Please refer to your application ID No
dated addressed to the under signed regarding supply of
information on

2. The information asked for is enclosed for reference (OR)
The following partly information is being enclosed:

- (i)
- (ii)

3. The remaining information about the other aspects cannot be supplied due to
following reason

- (i)
- (ii)

4. The requested information does not fall within the jurisdiction of this
competent authority. As per the Right to Information Act you may file an appeal
to the within 30 days of the issue of this order.

Yours faithfully,

Competent Authority

Email address

Web site

Tel No

RIGHT TO INFORMATION ACT
Form E
Appeal under section 7(1) of the Right to Information Act

ID No.

For official use

The Secretary,

- 1 Name of the applicant
- 2 Address

- 3 Particulars of the Competent Authority
Name
Address

- 4 Date of submission of Form – A
- 5 Date on which 30 days from submission of Form - A lapses
- 6 Reasons for appeal :
 - a) No response received in Form–B or C within 30 days of submission of Form A

 - b) Aggrieved by the response received within prescribed period (A copy of the reply receipt be attached)

 - c) Grounds for appeal
- 7 Last date of filling the appeal

8 Particular of information

(i) Information requested

(ii) Subject

(iii) Period

9 A fee of Rs.50 for appeal has been deposited invide receipt No.

Place:

Signature of Appellant

Dated:.....

e-mail address, if any

Tele.No. (office)

Residence

.....

ACKNOWLEDGEMENT

I.D. No.

Dated

Received Appeal application from Shriresident ofunder Right to information Act

Signature of the Receipt Clerk

Tele.No

e-mail Address

web-site.....

By order and the name of the Lt. Governor of the Union Territory of Puducherry

Signature of Competent Authority

Government of Puducherry
Directorate of Information & Publicity
Puducherry

Government of Puducherry
Directorate of Information & Publicity
Puducherry

Puducherry dt. 6.11.2006

To

The Joint Secretary
Administrative Reforms Wing
Govt. Of Puducherry

Sub: Forwarding of Revised Citizens Charter of the Directorate
of Information Publicity reg

Ref: Your Id Note F No 16013/4/2003/A3/ARW dt4.10.2006

Sir

As requested, 10 copies of the revised Citizens charter of the
Directorate of Information & Publicity duly approved by the
Administrative Secretary is forwarded herewith for necessary
action .

It is further informed that the revised Citizen charter in CD
form has already been submitted to the Technical Director ,
NIC Puducherry for hosting in the website

Yours faithfully

S Chandrasekaran
Director

Encl: As above