

# **HIGH COURT OF JAMMU AND KASHMIR**

For information and convenience of general public, below are the particulars of its Authorities/ functionaries to deal with Right to Information Act matters pertaining to J&K High Court & Subordinate Courts:-

## **HIGH COURT**

### **Appellate Authority: -**

Shri Jawad Ahmad  
REGISTRAR GENERAL  
High Court of J&K  
Ex-Officio- Appellate Authority  
Office Tel. Ph. Nos.  
Jammu: 0191-2536208  
(Fax No. 0191-2534296)  
Srinagar: 0194-2506619  
(Fax No. 0194-2506621)

### **P.I.O. (Main Wing) High Court of J&K :-**

Mr. Mohammad Yasin Beigh,  
Registrar (Adm.)  
P.I.O. Main Wing,  
Office Tel. Ph. 0194-2506616 (Srinagar)  
Office Tel. Ph. 0191-2533233-35 (Jammu)

### **P.I.O. (Jammu Wing) High Court of J&K :-**

Mrs. Rupali Ratta,  
District Judge (LRP),  
P.I.O. Jammu Wing,  
Office Tel. Ph. 0191-2533233-35

### **P.I.O. (Srinagar Wing) High Court of J&K :-**

Bashir Ahmad Ved,  
Deputy Registrar  
P.I.O. Srinagar Wing,  
Office Tel. Ph. :-0194-2506616

## **SUBORDINATE COURTS**

1. Registrar General, J&K, High Court is Appellate Authority.
2. All Principal District & Session Judges of respective Districts are Public Information Officers of their respective Districts.

### **Right to Information Act, 2005 (Central Act)**

This Registry, for the present is following the provisions of the Right to Information Act, 2005.

### **Fee under The Right to Information Act, 2005**

The fee structure shall be as per Jammu & Kashmir High Court Right to Information Rules, 2015.

- I) The Application fee shall be Rs. 10/- only either in cash against proper receipt or by way of Indian Postal Order or bankers Cheque or Demand Draft drawn in favour of Accounts Officer, High Court of J&K, Jammu / Srinagar respectively.
- II) The First Appeal fee shall be Rs. 50/-only per Appeal.

### **Note:**

1. Fee in the shape of Court Fee/ Non-judicial Stamps or Adhesive Stamps is not acceptable as the same is not valid mode as per Rules.
2. For any Suggestion regarding R.T.I matters, Registrar General can be contacted telephonically/Fax or personally during office hours.



**HIGH COURT OF JAMMU AND KASHMIR**  
(Office of the Registrar General at Jammu)

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**Subject: Implementation of Provisions of Right to Information Act, 2005.**

**NOTIFICATION**

No: 1459

Dated: 05/03/2020

In pursuance to Clause (14) of the Jammu and Kashmir Reorganization (Removal of Difficulties) Order 2019 issued vide S.O NO. 3912(E) dated 30<sup>th</sup> October, 2019, it is hereby notified as under:-

1. The Jammu and Kashmir High Court (Right to Information) Rules, 2015 are deemed to have been issued in terms of Section 28 of the Right to Information Act, 2005.
2. Assistant Public Information Officers, Public Information Officers and Appellate Authority designated by the High Court under the repealed Jammu and Kashmir Right to Information Act, 2009 are deemed to have been designated under the corresponding provisions of Right to Information Act, 2005.

**By Order.**

(Sanjay Dhar)  
Registrar General

No: 39156-99/19

Dated: 05/03/2020

**Copy of the above forwarded to:**

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K.
2. Secretary to Hon'ble Mr/Mrs. Justice \_\_\_\_\_  
..... for information of their Lordships.
3. Registrar Vigilance, High Court of Jammu and Kashmir, Jammu.
4. Registrar Rules, High Court of Jammu and Kashmir, Jammu.
5. Registrar Computers, High Court of Jammu and Kashmir, Jammu.
6. Registrar Judicial, High Court of J&K, Jammu/Srinagar.  
..... for information.
7. All Principal District and Sessions of the Union Territories of J&K and Ladakh.
8. Public Information Officers/Assistant Public Information Officers, High Court of J&K for information.
9. Manager, Ranbir Government Press, Jammu for publication in the next Gazette.
10. CPC e-Courts, High Court of J&K, Jammu for information and with the request to upload the same on the official website of the High Court.
11. Concerned Notification file.

Registrar General



**HIGH COURT OF JAMMU AND KASHMIR**  
**(Office of the Registrar General at Jammu)**

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**NOTIFICATION**

No: 769

Dated: 05.02.2016

In continuation to the earlier Notification No. 42 dated 24.04.2015, it is further notified for information of all the concerned that "the Jammu and Kashmir High Court (Right to Information) Rules, 2014" shall henceforth be read as "the Jammu and Kashmir High Court (Right to Information) Rules, 2015".

By Order

  
(M. K. Hanjura)  
Registrar General

Dated : 05.02.2016

No. 362-65-96/9.S

Copy to the:-

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K,
2. Secretary to Hon'be the Chief Justice/Hon'ble Judges, High Court of J&K,  
.....for information of His Lordship.
3. Secretary to Govt., Deptt. Of LJ&PA, Govt. of J&K, Jammu,
4. Registrar Vigilance, High Court of J&K, Jammu,
5. Registrar Judicial, High Court of J&K, Jammu/Srinagar,
6. All Pr. District & Sessions Judges \_\_\_\_\_,  
.....for information .
7. Manager, Ranbir Govt. Press, Jammu, for publication in the next Gazette.
8. Incharge NIC, High Court of J&K, Jammu, for uploading the same on website.

  
Registrar General

**HIGH COURT OF JAMMU AND KASHMIR**  
**(Office of the Registrar General at Jammu)**

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**NOTIFICATION**

**No. 42**

**Dated: 24.04.2015**

In exercise of the power conferred by sub-section (1) of Section 25 read with Section 2 (b) (ii) of the Right to Information Act, 2009, Hon'ble the Chief Justice of the High Court of J&K, hereby makes the following Rules:-

1. **Short title and commencement-**(i) These Rules shall be called the Jammu and Kashmir High Court (Right to Information) Rules, 2014.

(ii) They shall come into force from the date of publication in the official Gazette.

2. **Definitions-**(1) In these rules, unless the context otherwise requires-

(a) 'Act' means the Right to Information Act, 2009 (No.VIII of 2009);

(b) 'appellate authority' means designated as such by the Chief Justice of the Jammu and Kashmir High Court.

*1 u i,*  
*24-4-2015* (c) 'authorized person' means Public Information Officers and Assistant Public Information Officers designated as such by the Chief Justice of the Jammu and Kashmir High Court;

(d) 'form' means the Form appended to these rules;

(e) 'section' means a Section of the Act;

(f) words and expressions used but not defined in these rules shall have the same meaning as assigned to them in the Act.

(g). 'High Court' means High Court of Jammu and Kashmir.

3. **Application for seeking information-** (a) Any person seeking information under the Act, shall file an application during working hours of the court to the authorized person, in Form A and deposit application fee as per Rule 10 with the authorized person;

(b) The authorized person shall duly acknowledge the application as provided in Form B.

Provided that a person who makes a request through electronic form shall ensure that the requisite fee is deposited in cash with the authorized person within 7 days of his sending the request through the electronic form, failing with his application shall be treated as dismissed.

**'Explanation':-** For each information sought separate application shall be made. However, where more than one information sought is consequential or related to one another, the applicant will be permitted to seek the information through one application only.

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24-4-2015

4. **Disposal of application by the authorized person-(i)**

If the requested information does not fall within the jurisdiction of the authorized person, it shall transfer the application or such part of it, as is beyond his jurisdiction, to that other authority along with fees, as soon as practicable but not later than five days from the date of receipt of application, in form C.

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(ii) If the requested information is within the authorized person's jurisdiction but falls in one or more of the categories listed/mentioned in the Section 8 and 9 of the Act, the authorized person, on being satisfied, will issue the rejection order in Form D as soon as practicable, as expeditiously as possible and in any case not later than 30 days from the date of receipt of the application.

(iii) If the requested information falls within the authorized person's jurisdiction, but does not fall in one or more of the categories listed in Section 8 and 9 of the Act, the authorized person, on being so satisfied, shall supply the information to the applicant in Form E, falling within its jurisdiction as expeditiously as possible and in any case within 30 days of the receipt of the request. In case the information sought is partly outside the jurisdiction of the authorized person or partly falls in the categories listed in Section 8 and 9 of the Act, the authorized person shall supply only such information as is permissible under the Act and is within its own jurisdiction and reject the remaining part giving reasons therefor.

(iv) The information shall be supplied as soon as practicable and in any case not later than 30 days from the date of receipt of the application.

*1 u*  
*24-4-2015* Provided that, if the information sought for, concerns the life or liberty of a person, same shall be provided within 48 hours of the receipt of the request.

However, the date of the application shall be deemed to be the date of deposit of the entire fee or the balance fee or deficit amount of the fee to the authorized person.

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A proper acknowledgment shall be obtained from the applicant in token of receipt of information after production of Form B.

**5. Exemption from disclosure of information-** The information specified under Section 8 of the Act shall not be disclosed and made available and in particular the following information shall not be disclosed:-

(a) Such information which relates to judicial functions and duties of the Court and matters incidental and ancillary thereto.

Provided that the question as to which information relates to judicial functions and duties of the Court and matters incidental and ancillary thereto, shall be decided by the competent authority or by his delegate which decision shall be final.

(b) Information which has been expressly forbidden to be published by the Court or the disclosure whereof may constitute Contempt of Court; or information which includes commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information; or information which would impede the process of investigation or apprehension of prosecution of offenders; or information which relates to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Information Officer or the appellate authority, as

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24-4-2010



the case may be, is satisfied that the larger public interest justifies the disclosure of such information.

(c) Any information affecting the confidentiality of any examination conducted by High Court. The question of confidentiality shall be decided by the Competent Authority whose decision shall be final.

(d) Any information supplied by third party which has been treated as confidential by that party, unless third party who has supplied the information, is given an opportunity of making his/her submissions.

6. **Information** which is to be furnished and access to records shall be subject to the restrictions and prohibitions contained in rules/regulations and destruction of records in force from time to time which may have been notified or implemented by this Court.

7. **Appeal** – (i) Any person –

(a) who fails to get a response in Form C or Form D from the authorized person within 30 days of submission of Form A, or

(b) is aggrieved by the response received within the prescribed period, may file an appeal in Form F before the Appellate Authority and deposit fee for appeal as per Rule 10 with the Appellate Authority.

(ii) On receipt of the appeal along with required fee the Appellate Authority shall acknowledge the receipt of the appeal and after giving the appellant an opportunity of being heard, shall endeavor to dispose it of within thirty days from the date on which it is presented and send a copy of the decision to the authorized person concerned.

*See  
24-4-2015*

(iii) In case the appeal is allowed, the information shall be supplied to the applicant by the authorized person within such period as ordered by the Appellate Authority. This period shall not exceed thirty days from the date of the receipt of the order.

8. **Penalties**-(i) Whoever being bound to supply information, fails to furnish the information asked for under the Act within the time specified or fails to communicate the rejection order by notification, or Where the information supplied is found to be false in any material particular and which the person is bound to supply it knows and has reasons to believe it to be false, or does not believe it to be true, shall be liable to pay penalty upto Rupees 250 per day for the delayed period beyond 30 days subject to maximum of Rupees 25000 per application filed under rule 3, as may be determined by the appellate authority and or the appellate authority shall recommend the disciplinary action against the authorized officer under the service rules applicable to him.

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24-4-2015

9. **Suo moto publication of information by public authorities** – (i) The public authority may suo moto publish information as per sub-section (1) of Section 4 of the Act by publishing booklets and/or folders and/or pamphlets and up date these publications every year as required by sub-section (1) of Section 4 of the Act.

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(ii) Such information may also be made available to the public through information counters and may also be displayed on the notice board at a conspicuous place in the office of the authorized person and the appellate authority.

**10. Charging of application Fee** – (i) The authorized person shall charge the fee in the following manner:-

The fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque or Indian Postal Order payable to the authorized person at the following rates.

- a. rupees two for each page (in A-4 or A-3 size paper) created or copied;
- b. actual charge or cost price of a copy in larger size paper;
- c. actual cost or price for samples or models; and
- d. for inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.
- e. For information provided in diskette or floppy rupees fifty per diskette or floppy; and
- f. For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

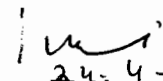
*1 u i*  
24-4-2015

Provided that no fee shall be charged from the persons falling below poverty line as may be determined by the competent authority.

- g. The appellate authority shall charge a fee of Rs 50/- per appeal.
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11. **Maintenance of Records**-(i) the authorized persons shall maintain records of all applications received for supply of information and fee charged.

(ii) The appellate authority shall maintain records of all appeals filed before it and account of fee charged.

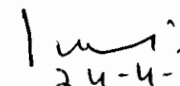
  
(Kaneez Fatima)  
24-4-2015  
Registrar General

No: 1838-50/GS

Dated: 24.04.2015

Copy to the:-

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K,
2. Secretary to Hon'be the Chief Justice/Hon'ble Judges, High Court of J&K,  
.....for information of His Lordship.
3. Secretary to Govt., Deptt. Of LJ&PA, Govt. of J&K, Jammu,/Srinagar,
4. Registrar Vigilance, High Court of J&K, Jammu/Srinagar,
5. Registrar Judicial, High Court of J&K, Jammu/Srinagar,
6. All Pr. District & Sessions Judges \_\_\_\_\_,  
.....for information .
7. Manager, Ranbir Govt. Press, Jammu/Srinagar, for publication in the next Gazette.
- ✓ 8. Incharge NIC, for uploading the same on website.

  
24-4-2015  
Registrar General



FORM A  
Form of application for seeking information  
(See Rule 3)

D.No.  
(for official use)

To

The authorized person,  
.....

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 8 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 authorized person vide No..... dated .....

Place

Date

Signature of Applicant,

E-mail address, if any,

Telephone No. (Office):

(Residence):

**Note:** - (1) Reasonable assistance can be provided by authorized person in filling of the FORM-A.

(2) Please ensure that the FORM-A is complete in all respect and there is not ambiguity in providing the details of information required.

FORM B  
Acknowledgment of Application in Form A

I.D.No.....  
Dated .....

1. Received an application in Form A from Shri/Ms ..... Resident of ..... under section ..... of the Right to Information Act, 2009.
2. The information is proposed to be given normally expeditiously and in any case within thirty 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 ..... during working hours.
4. In case the applicant fails to turn up on the scheduled date(s), the authorized person shall not be responsible for delay, if any.
5. The applicant shall have to deposit the balance fee, if any, with the 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.

Date

Signature and Stamp of the  
Authorized Person,  
E-mail  
Web-site  
Telephone No.



FORM C  
Outside the jurisdiction of the authorized person  
[Rule 4(1)]

No. ....

Date .....

To,

Sir/Madam,

1. 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 undersigned and so your  
application along with fees deposited has been transferred to the authority having jurisdiction.
3. You are accordingly requested to approach that authority.

Yours faithfully,

Authorized person :  
E-mail address  
Web-site :  
Telephone No.

FORM D  
Rejection Order  
[Rule 4(ii)]

No. ....

Date .....

To.

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 cannot be supplied due to following reasons:-

- (i)
- (ii)

3. As per Section 16 of the Right to Information Act, 2009, you may file an appeal to the Appellate Authority within thirty days of the issue of this order.

Yours faithfully.

Authorized person :  
E-mail address :  
Web-site :  
Telephone No.





FORM E  
Form of Supply of information to the applicant  
[Rule 4(ii)]

No. ....  
Date .....

To,

Sir/Ma'am,

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. The following partly information is being enclosed: -

- (i)
- (ii)

The remaining information about the other aspects cannot be supplied due to the following reasons:-

- (i)
- (ii)
- (iii)

3. The requested information does not fall within the jurisdiction of this authorized person.

4. As per Section 16 of the Right to Information Act, 2009, you may file an appeal to the Appellate Authority within thirty days of the issue of this order.\*

Yours faithfully,

Authorized person :  
E-mail address :  
Web-site :  
Telephone No.

FORM F  
Appeal under Section 16 of the Right to Information Act, 2009  
[Rule 7]

I.D. No. ....  
Dated .....  
(For official use)

To, -

Appellate Authority  
Address:

1. Name of the Applicant

2. Address

3. Particulars of the authorized person

(a) Name

(b) Address

4. Date of submission of application in Form A

5. Date on which 30 days from submission of Form A is over

6. Reasons for appeal

(a) No response received in Form B, or C within thirty days of submission of Form-A.

(b) Aggrieved by the response received with prescribed period (copy of the reply receipt be attached.)

(c) Grounds for appeal

7. Last date for filling the appeal [See Rule 7(i)]

8. Particulars of information-

(i) Information requested

(ii) Subject

(iii) Period

9. A fee of Rs. 50/- for appeal has been deposited with the authority vide Receipt No. ....  
dated .....

Place  
Date

Signature of Appellant, E-mail  
Address, if any Telephone No.  
(Office)  
(Residence)  
Acknowledgment

I.D. No. dated

Received an Appeal application from Shri/Ms.

Resident of \_\_\_\_\_ under section 16 of the Right to  
Information Act, 2009.

Signature of Receipt Clerk,

Appellate Authority

Telephone No.

E-mail Address Web-site

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**HIGH COURT OF JAMMU AND KASHMIR AT SRINAGAR**

To

The Deputy Secretary,  
State Information Commission,  
J&K, Srinagar.

No: 5502-09/45 Dated: 15/06/2015

**Subject: Nomination of Public Information Officers  
under Right to Information Act, 2009 for High  
Court of J&K.**

Sir,

On the subject cited above, I am desired to convey you that the Public Information Officers under J&K Right to Information Act, 2009 for three wings of J&K High Court has now been ordered as under:-

- 1) Shri Durga Dass, Joint Registrar, High Court Wing, Jammu;
- 2) Shri Mohammad Yasin Beigh, Joint Registrar, High Court, Main Wing and High Court Wing, Srinagar.

Yours faithfully,

*Kaneez Fatima*

**(Kaneez Fatima)  
Registrar General**

Copy to the:

1) Principal Secretary to Hon'ble The Chief Justice, High Court of J&K,

2) Secretary to Hon'ble Mr. Justice \_\_\_\_\_

....for information of their Lordship's.

3) The Registrar Judicial, High Court of J&K, Jammu/Srinagar.

4) Incharge NIC, High Court of J&K.

....for information and n/a

*Kaneez Fatima*

**Registrar General**



**HIGH COURT OF JAMMU AND KASHMIR AT SRINAGAR**

To

The Deputy Secretary,  
State Information Commission,  
J&K, Srinagar.

No: 5502-09/45 Dated: 15/06/2015

**Subject: Nomination of Public Information Officers  
under Right to Information Act, 2009 for High  
Court of J&K.**

**Sir,**

On the subject cited above, I am desired to convey you that the Public Information Officers under J&K Right to Information Act, 2009 for three wings of J&K High Court has now been ordered as under:-

- 1) Shri Durga Dass, Joint Registrar, High Court Wing, Jammu; Cell No. 9419208753, e-mail ID: [ddpiojkhcjammu@yahoo.com](mailto:ddpiojkhcjammu@yahoo.com)
- 2) Shri Mohammad Yasin Beigh, Joint Registrar, High Court, Main Wing and High Court Wing, Srinagar.

**Yours faithfully,**

*[Handwritten Signature]*

**(Kaneez Fatima)  
Registrar General**

Copy to the:

- 1) Principal Secretary to Hon'ble The Chief Justice, High Court of J&K,
- 2) Secretary to Hon'ble Mr. Justice \_\_\_\_\_

....for information of their Lordship's.

- 3) The Registrar Judicial, High Court of J&K, Jammu/Srinagar.
- 4) Incharge NIC, High Court of J&K.

.....for information and n/a

*[Handwritten Signature]*

**Registrar General**