

- xiii. particulars of recipients of concessions, permits or authorisations granted by it;
- xiv. details in respect of the information, available to or held by it, reduced in an electronic form;
- xv. the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- xvi. the names, designations and other particulars of the Public Information Officers;

Name
Signature
Date

##

STEP 1 a kizaksakna kipia a ngahban lou na kisak a na lungtun zohkeileh RTI Act a Section 18, Chapter 4(f) tungtawn in heekna bawl in.

Kua in koi a, bangchik hun a Disability Certificate piakkhiakna diing baihlamzaw na district ua hon koihsak hiam chih na zon nopleh RTI Act 2005 Sec 6(1) a RTI kingetna zang in.

**

Public Information Officer
Department of Social Welfare / District Disability Rehabilitation Centre

**

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With regard to the facilities provided for assessment of disability and issue of disability certificates for the district of [Name of district]

1. Please provide me with the details as to when the camps for medical check up for assessing disability are conducted.
2. Please provide the details as to how many times in a month it is conducted.
3. Please provide me the details of the place where the check ups are conducted.

RIGHT TO INFORMATION GUIDE for PEOPLE WITH DISABILITY

PIANGSUALTE' TAN DIA KILAWM TANTUAN KIZAKSAKNA PANPIHTU

Translated into Paite by

N Thangzamang

for Reproduction by

Centre for Community Initiative

Developed by

Sakshi Trust – Bangalore

RTI STUDY CENTRE- BANGALORE

with inputs from Vkramsimha Trustee

In collaboration with ActionAid India

A. Poihlong Hihna Lai Ngahdan (Getting a Disability Certificate)

Piangsul hitawk le hangleng a kisaipih solkal thuneitu apan Disability Certificate i neih keileh piangsual hilou bang a ngaih i hi. Solkal in hamphatna di tuamtuam bawl mahleh tuate i tangthei kei a, hiai certificate neilou pi a i tankhak zenzen leh diklou tak a hih, negu banglel i hi.

Central ministry of welfare in a hun toh kituak a lemthak kawm in Piansualna toh kisai zonna leh etkhiakna diing panpihtu bu a bawl hi. Huai toh kiton in, Central and State Govt in a bawlkhawm, member 3 tan beek telna, Medical Board in Disability Certificate (Piangsul theihpihna lai) a pe diing hi. Central leh State Govt. in theihsakna tuamtuam a bawl bang in, hiai certificate pen athawn a piak ahi diing a, medical board in private practitioner-te leh siamsinnate apan panpihna leh huhna ah a ngahthei diing hi.

Piangsul Theihpihna Lai (Disability Certificate) piakkiakdan ah state tuam in paidan tuam akineih chiat uhi.

STEP 1: Seek for the procedure followed and period for issuance of disability (Dissability Ceritfcate Saidan Leh A Piakkiakdan Leh A Saihun Zonna)

Hiai diing in na state ua a kisaipih (ei gam a diing in Social Welfare) Department in *suo moto* a puankhiakna ngetna lai thon in. Hiai pen certificate sai hun lut diing sung leh a paidan theihchetna diing ahi.

| |
|---|
| ## [Date] To The Public Information Officer [Name of state] State <u>Application for requesting the voluntary declaration under sec 4(1)(b) of the Right to Information Act</u> |
|---|

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Dotna 1: Niteng/Khateng a file/masawanna tan/heekna kibawlte bang hi hiam? (hiai teng kigawm apan hiai in ma sawnlou ahihdan mipi thuneitu (public authority/PA) in zaksakna a bawlthei)

Dotna 2: Huai file/masawanna tan/heekna kibawlte department in bangchidan a len hi hiam? (Dotna 1 na toh gawmkhawm in a saidan uh toh etkak in ma sawnlou ahi chih mipi thuneitu (public authority/PA) in zaksakna a bawlthei)

Dotna 3: Mohpuakna la Officer kuate hi hiam? (Hiai dotna in ma a sawnlouhdan ngohna agenlangh)

Dotna 4: Zekaisaktu Officer tung a bang action laak diing? (Mohsakna akibawlleh a kisaipih Officer kiang ah mipi thuneitu in gawtna pethei ahi chih dotna tawpna in a genkha)

Huchibang dotna a kimuh chiang in mipi thuneitu (public authority/PA) in ngaihndan chi nih aneithehi hi. Mipi buaina dawn a, moh mah ahiah chih pompiah a, a kituahpih bang gawtna piak hiam ahiahkeileh Dan toh kituak a sep. Officer in bel a nunungzaw pen teel ngeingei kha'n teh.

d. Na RTI Kingetna Pelut In (Submit Your Right To Information Application):

Kingetna gelh ahiah zoh chiang in Rs.10 toh thuah in PIO kiang hiam a kisaipih department kiang ah thehluut theih ahita. Duplicate form ah, sum pen bangchi luut hiam chih theihpihna lai i thehluutna mun a laak ngeingei thilhoih ahi. Bang hiam chi a mulou bang na hi a suui nuam na hihleh Information Commission kiang a kankikna diing in hiai theihpihna lai a loutheihlou suak hi Mi poihtlongte (person with disability) leh a thilsai uh state vai ahiahleh PIO pen State level vaisaitu ahi diing hi.

e. PIO Omna Mun Theihkhiak (Locating Your PIO):

PIO diktak mukhiaktheihna hoihipen bel RTI Act rule dan a ngentu mahmah web a luut zelzel ahi. RTI Kingetna saangtu Officer pen a kisaikhakpih PIO hilou ahiahleh dan toh kituak in a paina diing mun tak ah thot ahi diing a, huai in ni 5 dang la lai diing ahiahman in ngentu toh kithuzak zel diing ahi chih RTI Act, 2005 Sec 6(3) ah tuang hi. Piansualna toh kisai ah a kisaipih PIO na theihzoh keileh na omna

1. THUMAPI (INTRODUCTION)

Upat kum, numei-pasalna, sakhua, pianjat, sakho-gindan, thuneihna leh hauhsakna tungtawn a kichiziatna khotaang hinkhua (stratification of society) kichi a hi diing mah ahi. Kuapeuhmah dinmun kikim i hi chih gingta mi pawlkhate zaw tangthu phuahtawm maimai bang ahi uh a kichi hi. Hitamahleh khangthu in hun a telgen mah bang in hiai bang kichiziatna pansan a diklou a سوالna ah mihingte'n naktak in tha ana peta uh a, huai in bangtan hiam kibatna hon tun; lungkimhuaina leh mihinpihte kizaktuahna dong in. Piansualna i chih tua kichiziatna tuntute lak a khat hi a, huai in khotaang leh taksa a hamphat diing bang ngahlouhna tun hi. Atangpi thu a hisaapdan in, khovel pumpi ah mi piangusal i chih maktaduai (million) 600 bang om ban a tuat ahi a, huai lak ah, maktaduai 420 (70%)te gam khangtou lellele lak ah khosa uhi. Gam khangtou lellele a khosa mi phaloute lak ah 80% bang khosak haksa tak (below poverty line) a khosate ahi ua, huai tuh a pukse dekdek maktaduai 335-te ahi uhi. Piangsual lak a zawng dia leng zawngpha diak nga lak a khatte ahi uhi. Huai bel zawng dia leng zawngpha diak 20% leh nawlhiin diakte piangsualte ahi uh chihna ahi.

India gam a diing in leng hiai thuchiang kimu pen a dik mah ahi. Atangpi thu hisaap in hiai gam ah mi tan phalou maktaduai 60 bang om ban a tuat ahi. Amau khovel pumpi a mi phalou lak ah 10% bang huap ban uh a, 15%te bel gam khangtou lellele a khosate ahi uhi. Tuat lak ah 80%-te khopi ah teeng uh a, piangsual maktaduai 49-te khosakna niam penpen a khosate hi uhi.

Piangsualte toh kisai ngaihndan dikloutak ziak in piangsualte tuh siamsinna leh kim-le-kiang toh khosakna ah naktak in khentuamna leh posehna a tunkhawm vek hi. Hichi bang a ngaihndan diklou tak ziak a piangsualte khentuamna leh posehna beisakna diing a vanzat hatpen bel khotaang paidan enkawm a, mihing dikna bulpi vanzatte, mahni tan dia kilawm leh thilguan omte, ngahtheihna diing a paidan diing, lungkimlouhna genthakna vanzat leh a paidante, dinmun

**STANDARD FORM FOR APPLYING OR INFORMATION
UNDER THE RTI ACT 2005 Section 6(1)**

To
**Public Information Officer
[department]
[address]**

Right to Information Act 2005: Form A for applying for
information under Section 6(1) of the Right to Information Act
2005

A. Full Name of Applicant

B. Address

C. Detail Information Required:

\$\$

1. Fill in the questions here

2. Fill in the questions here

3. Fill in the questions here

\$\$

Place: Sd/-

Date: XX/XX/XXXX Siognature of applicant

IPO No. Value Rs Ten only

Important Notes:

1. In case I am not able to deposit this application in person, it will be deposited through a messenger or sent through registered AD
2. Where the number of pages exceeds 20, I will prefer to receive them in the scanned format on a CD.

**MIPI THUNEITU INA HIIKHELH KHAKNAAK
CHIAMTEH TUAKE:**

Anuai a thute mipi thuneitu (public authorites/PA) a diing a a phatuam leh hichi bang thutanna omsate apan kilakhia ahi.

1. Mipi thuneitu (PA) in Public Information Officer-te (PIOs) leh Assistant PIO kiang mohpuakna a hawm in ngetna omte

Zattheih ngal diing kingetna lai leng bawl ahi a, State hiam ahihkeileh Phualpi kumpi apan RTI tungtawn a ngetna diing in a zattheih ngal diing hi. Kichianzaw leh siangthouzaw a thil saittheih ahihna diing ngiimna in RTI pansan a theihthuakte theihtheihna taangpi tamlou zehtel ahi.

Problems that exist (Buaina hong tungte):

- Piansualna toh kisai kitheihitel sakna taksap ziak leh a diklou lam ngaihsutna. Dam louthe bang a kep leh khoi a ngai bang in piangsualte muh in a om nak hi.
- Political level ah politic a kigolh diing a lemtanna piaklough hiam ahihkeileh ngaihsak louh.
- Solkal vaihawmna paizia leh bangchi zat diing hiam chih piangsualte leh amau lawi sai NGO-te'n a zatdan diing theihna tasam.
- Commissioner Pisa a na tawm a piangsualte adia naseemte'n poihtlotna kichiantak a aphawkbaw louhna uh.
- State teng a State Coordination Committees and State Executive Committees (Disability Act of 95 a kigen bang a) a kibawlkhiak nailouh ziak.
- Piansualna thu theihsiamsakna dia thapiak poimoh.
- Solkal in vaisai diing a aguante tawm lolai mahmah.
- Piangsualte adia tangkouna diing, hasotna thu, leh a theihsa uh genkhiakna diing mun taksap ziak.

Chouna leh chitlouhnate tampi kal ah, Piangsualte kepna leh vaisaina toh kisai in phualpi vaisaite leh Piangsualte kal kizopna hoihseem tundingh diing lemtanna mahmah khat, The PWD Act (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 ah om veve hi.

With reference to facilities provided to People with Disability (PWD) in (specify educational institution name) please provide the following information.

5. Re: Ramp for physically challenged children:

- a. What if any amount has been sanctioned for this school/ college for a ramp for physically challenged students and for how many?
- b. How many ramps are to be officially constructed by the government for this/each school/college and how many have been constructed in this particular school/ college?
- c. Who is the person responsible for the upkeep and the maintenance of this ramp?
- d. Please provide a copy that shows the construction of the ramp for the physically and mentally challenged children of this school/college.
- e. Please provide a copy that shows that the fund has been given and acknowledged by the school/college.

6. Re: Railings:

Please provide similar details as in Sl. No.5 regarding the railings for access by PWD.

7. Please provide information whether the classrooms in which the PWD study are on the ground floor. In they are not on the ground floor, what are the facilities provided to them to reach the classrooms easily.
8. Re: Toilet facilities:
Please provide information –
 - . What if any amount has been sanctioned for this school/ college for building PWD-friendly toilets, that is a toilet easily accessible by them.
 - a. Please provide a copy of the documents from your accounts department, which shows that fund has been transferred, given and acknowledged and utilized by this School/ College.

sec2

4. Provide the details as to who conducts the check ups and who assesses the disability.
5. Provide me with the details as to the procedure to be followed before/during/after check up.
6. Provide the details as to how a disability is assessed.(optional coz grid available)
7. Please provide me the details as to how long would it take to get the disability certificate after the check up.
\$\$

Chik leh koi a kichetna camp om hiam chih kizaksakna thu na ngah chiang in huai ah va pai inla etchetna bawl diing in na min va khum in. Minkhumna diktak a gelhnut diing thei gige in. Minkhumna ah na min leh a ni toh na Sl.No. bang kituaklou chih bang omthei ahi.

Camp a doctor in etchetna a bawl na mun ah va paita in. Hunlem ngah haksa na sakleh (Dotna 1 and 2 te lel zang in) Ki-etchetna sa poiplotna certificate na ngah chiang in (dotna 3 tunglamte zang in). Form kichiantak zang in hiaite dotna bawl in.

**

Public Information Officer
Office of Social Welfare Officer/ Disability Development and Rehabilitation Officer

**

\$\$

With Reference to the camp for issue of disability certificate held on [date] at [venue]. Please provide me the following details

1. Provide me a list of the names of people who were assessed for disability in the afore mentioned camp along with their sl No. as entered in the register of people assessed at the camp. Please provide a photocopy of the relevant pages of the register indicating the people who have been issued their certificates.
2. Should the assesees be called for assessment as per the order of registration? If yes then please the explain reason why the

7. Please provide reasons for not granting admission to me, _____ (name of the Applicant) in (year) for (course applied for, applicable in case of a College) in the category of _____ (specify category of disability) and also specify my position in the selection list. (Applicable to cases where the RTI Applicant was one of the applicants for a seat in the School/College and has not procured the seat).

\$\$

[P.S: RTI Application lak a Sl.No.7 belh ahileh, achian seemna diing in ngetu in School / College a admission muhna dia form piakhun a ngetna form/piakna receipt kipia kilhtel theileh a deihhuai]

ii. Solkal siamsinna inn leh solkal huhna toh siamsin inn bawl school leh college in mi piangsualte leh hilhtu training a diing a siit a neih diing:

- **The Persons with Disabilities Act 1995 Chapter V nuai a hamphatna**
 - a. Solkal in skul ngeinate a piangsualte kaikhopsakna a haanthawn diing.
 - b. Atuambiik a siamsinna neih poimohte a diing a solkal leh private in Special schools bawl diing
 - c. Elektronik leh apoimoh bang kizaktuahna dia vanzat poimohte class lakna leh houlimna a zat ding.
 - d. A siamsinna dia a poimoh bang a laibu tuambiik leh vanzat poimohte a thawn a piangsual naupangte kiang a piak diing.
 - e. A kisaipih solkal in special school leh kaikhawmna school a hilhtu diingte kisinsiamna diing a bawl diing.
 - f. School, college leh siamsinna innte a daltu (architectural) omte lakkhiak vek diing.
 - g. Piangsual siamsinna neite kiang a laibu, univorm leh a poimoh vante uh a thawn a piak diing.
 - h. Piangsual siamsin naupangte lak a huhna sum piak diing.
 - i. Piangsual naupangte' zat theih diing sinlai bawlkiak.

B. Poverty Alleviation Schemes(Zawwna Kiamsakna Thilguan) Ngahna

Hiai section sim ma in section 3na (Panpihtu Bu bangchi zat diing) chih leh section 4na (Abanban a RTI zatdan) sim masak a deihhuai.

Haksa diakkhol leh a zawnte dopkangna diing in solkal in sepsuah diing tuamtuam a guang hi, etsakna diing in housing scheme leh bangbang hiamte ah piangsualte a diing in 3% limsiit gige ahi, solkal a scheme leh program om tengteng ah 3% pen piangsualte a diing a siit hi gige hi.

Teenna Inn leh Amun Piakna

Disabilities Act, 1995 Chapter VII of the Persons a aloutheilou sepkhiak ngeingei diing thilguan kigen ah a kimantheipen a gam piak diing chih a tuang hi. Chapter VII of the 1995 Act in agen bang in, PWD-te aa diing in thilguan khenkhatte/man niam a piak diing thu Solkal in theihsakna ana suahkhin hi.

STEP 1 : Poihlongte adia thilguan kibawlte theichian in.

Hiai diing in a kisaipih _____ Department in *suo moto* a puankhiakna ngetna lai thon in. Gam/mun/inn ngahna diing sepkhiakna diing a a kisaipih PIO kiang a kizaksakna ngetna ahihban ah mi poihlongte'n gam/mun/inn a ngah diing tuak uh thilguan kibawlte theihchetna diing ahi.

 [Date]
 To
 _____ Department
 [Name of state] State

Application for requesting the voluntary declaration under sec 4(1)(b) of the Right to Information Act 2005

Kindly provide me the voluntary declaration of your department as specified under the Right to Information Act 2005, more

xvi. the names, designations and other particulars of the Public Information Officers;

Sd/-

[Name]

[Address]

##

P.S: STEP 1 a kizaksakna kipia ngahban lou na kisak a na lungtun zohkeileh RTI Act a Section 18, Chapter 4(f) a kitaklang bang in heekna bawl inla, huai Act a Sec.6(1) nuai ah ngetna bawlsawn in.

**

PIO

Department of Education

State

**

\$\$

I request for copies of all the Government Orders and Notifications relating to educational schemes, quotas, reservations and facilities made available for Persons with disability in the State of _____.

\$\$

STEP 2:

Huai anuai a scheme kizaksakna ngetna ah STEP 1 leh RTI Kingetnate (zattheih ziang ettehna) na tawmkaan thei diing.

i. Solkal siamsinna inn leh solkal huhna toh siamsin inn bawl school leh college in mi piangsu alte a diing a siit a neih diing uh:

- **The Persons with Disabilities Act 1995 Sec.40 nuai a hamphatna:**

Solkal siamsinna leh adang siamsinna mun peuhmah a huhna (aid) ngahte'n Piangsu alte aa diing mun (seat) percent thum ana khaamsak(reserve) diing uh ahi. Phualpi leh State solkal apan siamsinna inn patkhiakna hiam etkaina diing a huhna sum ngate'n hiai a buchin sak diing uh ahi.

xiv. details in respect of the information, available to or held by it, reduced in an electronic form;

xv. the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

xvi. the names, designations and other particulars of the Public Information Officers;

Name

Signature

Date

##

STEP 1 a kizaksakna kipia ngahban lou na kisak a na lungtun zohkeileh RTI Act a Section 18, Chapter 4(f) a kitaklang bang in heekna bawl inla, huai Act a Sec.6(1) nuai ah ngetna bawlsawn in.

**

Public Information Officer

DRDA/ MAHUD/ Ministry of Urban Affairs/ Housing/etc

**

\$\$

I request for all the Government Orders and notifications relating to land/site/houses allotment schemes available for Persons with disability in the State of _____. Including a copy of the procedure, rules, guidelines, manual used for the same.

\$\$

STEP 2: Huai anuai a scheme kizaksakna ngetna ah STEP 1 leh RTI Kingetnate (mantheih ziang ettehna) na tawmkaan thei diing (You could skip STEP 1 and file RTI Applications (ready to use samples) requesting information on the schemes detailed below)

**D. PWD-te adia siamsinna leh kituahpih sepna ngahtheihna
(Access to education and related services for PWDs)**

Hiai section sim ma in section 3na (Panpihtu Bu bangchi zat diing) chih leh section 4na (Abanban a RTI zatdan) sim masak a deihhuai.

India Ki-ukna Danbupi Article 21A leh Person with Disabiliteis Act 1995 Section 26 dungzui in naupang kum 18 nuailam tengteng in a thawn a siamsinna a neihteitei diing uh. Hiai 1995 Act a Chapter V dungzui a a kisaipih solkal in vualphaloute a diing schemes leh hamphatna tuamtuan a bawl diing chih ahi.

STEP 1:

**PWD-te adia siamsinna leh hamphatna omte theichian in
(Identify the educational schemes and facilities available for the PWD)**

Hiai diing in na State ua Education Department in *suo moto* a puankhiakna ngetna lai thon in. Piangsualte'n na State ua PIO apan siamsinna leh hamphatna ngahtuak ngahtheihna kizaksakna ngetna toh kisai khenkhat sepkiakna diing theihchetna diing atup ahi.

##

[Date]

To

The Education Department

[Name of state] State

**Application for requesting the voluntary declaration under
sec 4(1)(b) of the Right to Information Act 2005**

Kindly provide me the voluntary declaration of your department as specified under the Right to Information Act 2005, more specifically with regard to educational schemes, reservations, quotas and facilities made available for persons with disability (PWD) under the following sub clauses of Section 4(1)(b) of the Right to Information Act 2005.

- iii. the procedure followed in the decision making process, including channels of supervision and accountability;

7. In case the reserved quota was not availed by the PWD what was done with the remaining land/site/houses.

8. Please provide me the reason for not allotting to me the land/site/houses under _____Scheme

\$\$

Ngentu in a nget bang piak ahihkeileh SI.8na zat diing ahi. Ngetna bawl ahih chiang in thuchian na theih noppen scheme kha taklang khialkei in.

STEP 1 a kizaksakna kipia ngahban lou na kisak a na lungtun zohkeileh RTI Act a Section 18, Chapter 4(f) tungtawn in heekna bawl in.

**Other Poverty Alleviation Schemes (Zawwna Kiamsakna Diing
Thilguan Dangte)**

Nou khua/Block/District a Zawwna Kiamsakna diing toh kisai thilguan theihtheihna apan PWD a diing 3% reservation phutna bawlthei diing in hiai ngetna zang in.

**

To

The PIO

Zilla /Gram Panchayat/ Deputy Commissioner

**

\$\$

1. Please intimate for the period of 20XX to 20XX the poverty alleviation schemes in operation for disabled, SC/ST, economically backward classes/ Women.
2. For each of these schemes mentioned above please intimate to me allocation of funds in Rs. For the specified period.
3. For each of the schemes please intimate to me the procedure and eligibility required for applying for benefits under the above mentioned scheme
4. Please specify if the allocation in these schemes is made for a minimum of 3% for people with disability

\$\$

Disability vide Benefits under Chapter VIII of the PWD Act-1995 in buildings/office mentioned in 1.

4. For each of the buildings/ offices mentioned in 1 please state if the same was constructed/renovated in compliance with by-laws under PWD Act-1995 and building By-laws.
5. With reference to the your office at [address] please provide the list of civil work that was conducted on the afore mentioned building and the cost of each such work for the financial period 20XX to 20XX.
6. For each of the public works executed as mentioned in 5 please provide a copy of the approved plan, Measurement book.
7. For each of the public works mentioned in 6 please mark out on the approved plan, facilities for providing barrier free access for PWDs.
8. I would like to inspect each of the facilities specified in 7. Please tell me suitable date when the same can be done.
9. In the case where renovation /construction was done in contravention of bye laws mentioned in the PWD Act of 1995 please mention the name of the officer who approved such a plan.
10. Since the officer has approved the plan in contravention of the PWD Act of 1995, what action as per your departmental norms are to effected against the concerned officer.
11. For the current financial year of 20XX please provide me a list of proposed civil works/ renovations planned for in the afore mentioned office with the details as to how much is being allocated to make the existing buildings and places of public accesses barrier free and easy and independent access.

\$\$

ah dong inla, a diak in amau nuai a baihtak leh zalentak a ngahna dia nang na gen biikpen leh inn dangte toh kisai theih sakna leh by-laws kibawl theichian in.

Hiai diing in a kisaipih inn hiam a bawltu Public Works Departmentkiang ah *suo moto* a puankhiakna ngetna lai thon in. Piangsualte'n State a PIO apan ngahtuak ngahtheihna kizaksakna ngetna toh kisai a Dan leh hamphatna ngah tuak khenkhat sepkhiakna diing theihchetna diing atup ahi.

##

[Date]

To

Public Information Officer

The Public Works Department/ etc

[Name of state] State

Application for requesting the voluntary declaration under sec 4(1)(b) of the Right to Information Act 2005

Kindly provide me the voluntary declaration of your department as specified under the Right to Information Act 2005, more specifically, information relating to Rules/By-laws/Notifications and facility available for providing persons with disability, barrier free access to your offices and public spaces under the jurisdiction of your department under the following sub clauses of Section 4(1)(b) of the Right to Information Act 2005.

The procedure followed in the decision making process, including channels of supervision and accountability;

- iv. the norms set by it for the discharge of its functions;
- v. the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- vi. a statement of the categories of documents that are held by it or under its control;

THUSITNA

Hiai Right to Information Guide for Person with Disability lehkhiaakna dia phalna hon pia Sakshi Trust- Bangalore tung ah kipahtu i gen masa hi. Thil haksa tak leh nna lianpi khat a thawn a hon lehkhiaak sak Pu N Thangzamang tung zong kipahtu i gen hi.

I pau a vualphaloute toh kisai a laibu masa aihna ah thumal zat diing a buaina tampi a om hi. Ngaihdan tuamtuam donkhawm leh dot ahi a, thumal dikchet a genkhiaakna leh paukam kilawmzaw a gen theih leng a om diing hi. Himahleh tuate bang chet hi diing hiam chih a haksa hi.

World Health Organisation (WHO) in 1980 a suahkhiaak International Classification of Impairments, Disabilities and Handicaps (ICIDH) dungzui in *mihing a taksa hiangte a bukimlouhna khat a hong om chiang in Impairment (Bukimlouhna)* kichi a, *huai taksa hiang bukimlouhna ziaak a mimal gamtatna hihtheihlouh, septheilouh leh ngaihtuahtheihlouh a hong hih chiang in Disability (Piansualna)* kichi hi. *Bukimlouhna leh piansualna ziaak a ngeina bang a om theilou a khutsam tak a hong om chiang in Handicap (Vualphalou)* kichi hi.

Academic tak in khatna om mahleh kammal kilawmzaw bang a om thei diam aw chih ngaihtuahna ah a om den hi. Ngaihdan tuamtuam donkhawmna pan in **melhem, poihtlong, tuailuai, mipoi, songnawi, sam, deihtuam** khawng ngaihdan tangpi ahi.



sec3

- b. How many of such toilets have been constructed as yet?
 - c. Please provide details of the person responsible for maintenance of the same.
 - d. Please provide details whether the toilets are on the same floor as that of their classroom.
 - e. If they not accessible by the PWD, please provide reasons for the same and specify what the alternative arrangement is for access of toilet facilities by the PWD.
9. Please provide details of availability of Braille books, audiocassettes for blind students and other such special books, electronic and other facilities to the blind students and how they are distributed/made available to them.
 10. Please provide details of transport facilities to the children with disabilities .In the absence of availability of the same, financial incentives to parents or guardians to enable their children with disabilities to attend schools/colleges.
 11. Re: Scholarships
Please provide information –
 - . Number of scholarships made available to the PWD in the financial year 20xx.
 - a. Complete details of the scholarship scheme such as eligibility criteria, amount of scholarship, number of persons to whom such a scholarship is granted etc.
 - b. Details of the PWDs to whom scholarship was granted for each scholarship for the year(s) 20XX

[P.S: A separate RTI application for seeking details regarding scholarship can be filed customized to the requirements of the Applicant.]
 12. Please provide details of steps to be taken to provide integrated education to the PWD along with the other students.
 13. Please provide any details of any other facilities that ought to be provided to the PWD.

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Heekna na bawl nung a kikhekna a om keilehkha khat/ ni 15 ngak in hiai anuai a RTI a zang in heek in.

**

To
To PIO
Under Secretary
Department of Social Justice

**

Form A for requesting information under Right to Information Act 2005 Under section 6(1)

Name
Address

Information Required:

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With reference to the complaint submitted to the under secretary of the education department please provide the following information.

1. Please show the daily progress on the complaint I have submitted (copy of the complaint attached)
2. What is norm with regard to investigation of complaints. As per the department rules by what time should such an investigation be completed?
3. Who is officer/officers responsible for conducting this investigation
4. Please provide a copy of action taken report on the above complaint
5. If the investigation has not been conducted satisfactorily as per the department norms, what action should be taken against such officers. Please provide me a copy of the action taken report against this officer.

\$\$

Name, Place, date

- iii. the procedure followed in the decision making process, including channels of supervision and accountability;
- iv. the norms set by it for the discharge of its functions;
- v. the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- vi. a statement of the categories of documents that are held by it or under its control;
- vii. the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
- viii. a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
- ix. a directory of its officers and employees;
- x. the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- xi. the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- xii. the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- xiii. particulars of recipients of concessions, permits or authorisations granted by it;
- xiv. details in respect of the information, available to or held by it, reduced in an electronic form;

7. State Information Commission a Complain saidan (Handling the Complaint in the State Information Commission)

Complain na bawl chiang in sapna (hearing) ni diing na ngah hiam State Information Commission in PIO kiang ah apaidan kizaksakna gen in theihsakna hon bawl diing hi. Na tungthu gen ahiah chiang in nangmah a na va kilattheih ban ah Act toh kituak in PIO tung ah na hihtheihzah penalty na pethei *hiam* ahikheileh IC-te website ah na case na sunzom thei diing hi.

IC-te' mai a na din zoh chiang in IC apan theihsakna dungzui in kizaksakna na ngah diing hi. Bangmah a chih tuan keileh IC zasak inla Chapter 6 a kigen bang in anuai a complain bawl in. Kizaksakna na ngah zoh chiang in Chapter 8 pansan in maban zom in.

• The Persons with Disabilities Act 1995 Chapter VI nuai a hamphatna

- a. Solkal nuai a kaam awngte theihchet a, mi piangsualte a dia bangzah siit theih diing
- b. Solkal leh solkal huhna munte a kaam awngte 3% sang a tawmzaw lou siit diing
- c. Akum a kaam awng hukdim louhte a kilaak nawn chia dia koih.

**

PIO - The PIO for this issue will be the PIO for the specific department/ office where the applicant is looking for employment

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With reference to your establishment at [address] under the department of [name of department/organisation]

1. Please provide details of the total number of jobs reserved for the PWD for the year (s)_____specifying number of posts for each job description/designation.
2. Please provide details of the percentage of reservation for Persons with disability (PWD) in _____(Name of the institution) including a break up of reservation for each form of disability like visual disability, physical handicap etc.
3. Please provide information as to whether selection to each of the job description/designation was advertised. If yes, please provide a copy each of the advertisements as it appeared in the publication along with date and name of the publication.
4. Please provide the details of applicants including their name, category of disability for PWD quota specifying the job description/designation applied for, for the year(s)_____.

1. Norms relating to accepting and disposal of complaints by the Commissioner including the time period within which the complaints ought to be disposed off.
 2. Please provide to me the reasons why there has been no response regarding the said complaint filed by me.
- \$\$

6. Filing a Complaint in case of unsatisfactory response to your RTI applications. (RTI Kingetna toh kisai dawnna lungtunhuai lou a omleh Complain bawl na)

Suo moto puankhiakna adia dawnna ngahlou hiam RTI Kingetna na bawl section 6(1) nuai a ni 30 sung a kizaksakna na ngah keileh anuai a format zang in na State Information Commission toh RTI Act 2005 pansan in complain bawl in.

Date _____
 To _____
 The _____ Information Commissioner
 [state] _____
 Sub: Complaint under section 18 of the right to information Act

I [your name] have (Please choose one)

>> Requested for the voluntary declaration under sec 4(1)(b) for the [name of department] under the Right to information Act 2005 vide letter dated (copy of letter attached) but the PIO/department has (please tick)

Refused to accept the application
 Refused to provide the information
 Other (please specify)

- vi. Akisaipih diing thuneitu sehkhiaak.
 PWD-te adia scheme kibawl na State ua omte theihchetna, hiai step a na lut ma in STEP 1 tungtawn in kizaksakna laak masak a deihhuai.

**
 PIO – Will be the PIO of department of disabled and senior citizens or corporations and boards for financing entrepreneurial development in your state.
 **
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 I request for documents relating to following Information with respect to _____ (name of the Scheme) as introduced by G.O/Notification No. _____ dated _____.
 (In case of a skill-training programme, the following information could be sought for)

1. Please provide details regarding how eligible and potential candidates having required educational qualifications to undergo the skill-training program are identified.
2. FOR EACH OF SUCH TRAININGS CONDUCTED including computer training courses , in the year(s) _____, please provide the following details year wise –
 - i. Date on which the training sessions commenced and concluded, including the duration of the training session.
 - ii. Total number of hours of training provided.
 - iii. Total number of persons whom the training was provided to.
 - iv. Details relating to where the training was organized.
 - v. Details relating to who provided the training.
 - vi. Details relating to the total expenditure on the training and the breakup of the same.
 - vii. Other details as may be relevant.

Kua lamnaih diing:

Hiai Anuai Ate Lak A Khat Zawsam Zang In Commissioner Ah Na Hong Pai Diing:

1. **Mimal in**
2. **Sik-le-taang tungtawn in**
3. **Registered Post tungtawn in**
4. **E-Mail zang in**

Hihna bukim khenkhat na piak a poi hmoh diing:

1. Na min, omna leh nang toh kisai tam lou ban ah na piansualdan
2. Hekna na bawlkhawmpih Nang/nou & Company(te)' min na theihna Chiang a omna uh leh hih nate.
3. Complain bawl na a kisaikha diakte:
 - a. **Bangchita**
 - b. **Bangchik in**
 - c. **Koi ah**
 - d. **Bangchi bang panpihnate ngen**

Lehkha Poimohte

- Huai complain bawl na ah na tuppen panpihtu diing lehkha na piaktheih a poi hmoh. RTI Kingetna a lehkha na ngahte kilhtel in.
- Piangsual na hi chih kichetna lai(certificate) na neih diing ahi.

Aban Ah Bang

- Commissioner in Complain na bawl na lai a muh Chiang in, huai complain na bawl na a na gente toh kituak in amah hih tuakte ni 30 sung in a kisaipih midang kiang ah a pesawn diing.
- Chief Commissioner in ni 15 tan suksauna a bawlthei.
- Huchi in Commissioner in sapna bawl na diing hun hon pe diing. Hiai ni in, Commissioner mai ah pawlpi hiam a palai a va kilat diing ahi.
- If you (the complainant) or your agent fails to appear on the date, the Commissioner in his discretion dismiss the complaint

F. Panpihtu Vanzat Ngahna (Getting Assistive Devices)

Hiai section sim ma in section 3na (Panpihtu Bu bangchi zat diing) chih leh section 4na (Abanban a RTI zatdan) sim masak a deihhuai.

Mi piangsual mahni a gangtang theilou namtolh (wheelchair), crutches leh vanzat tuamtuum a poi hmoh bang a ua ngah theih na diing ua solkal in etchetna leh a poi hmoh bang uh a bawlsak diing ahi.

State bangzah hiam in tua bang vanzat poi hmoh tuamtuumte a thawn in pia uhi. Hichi bangte a thawn hiam a man nei hiai chihleh koi a bang chi muh diing chih kankhiak diing ahi.

Himahleh, hichibang vanzatte na ngetkhit nung a na ngah keileh anuai a Step 2 na zang ngal in.

STEP 1: RTI application for requesting information to identify how to procure assistive devices from Government bodies (Government apan panpihtu vanzat kizaksakna ngen a bangchi ngah diing hiam chih dotna RTI kingetna)

**

PIO: Department of social welfare/Justice/ Department of disabled and senior citizens.

**

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I am a person with _____ (category of disability). I have enclosed a copy of my disability certificate. I request for documents relating to following Information:

1. Please provide to me details of schemes making a provision for procuring free assistive device of _____ (specify the name of the assistive device needed) or other such relevant schemes for assistive devices relating to my category of disability.
2. Please provide to me the details as to which authority I have to apply to for procuring such an assistive device.