

Dos and Don'ts with respect to the information disclosure under RTI Act, 2005

Do's & Don't for getting information from State Taxes Department, J&K.

Do's

1. Please send the RTI application to the address given below:

The Public Information Officer (PIO)
State Taxes Department,
Excise & Taxation complex
Railhead, Jammu/ Rambagh Srinagar

Or

The Jurisdiction PIO

2. The fee in respect of such application is to be made by way of Indian Postal Order or Demand Draft or Bankers Cheque payable to "Pay & Accounts Officer , State Taxes Department Jammu/ Kashmir" as per the Right to Information (Regulation of Fee and Cost) Rules, 2005.
3. The application (preferably typed or neatly handwritten) should asked for a specific information giving details of order number and file no. if known to the applicant and send the back reference/copy. This is easier and faster to locate the concerned PIO.
4. The applicant should clearly indicate his/her name and contact details.

Don't

1. The RTI application fee or the additional fee(if demanded) in the form on Indian Postal Order/Demand Draft/Bankers Cheque, as the case may be,

should not be made in favour of other than 'Pay & Accounts Officer, State Taxes Department. If the PO/DD/BC is made in other than 'Pay & Accounts Officer, State Taxes Department' the same will be returned to applicant with the request to send the fee in correct way. The process will result in delay to provide you the requisite information.

2. Please avoid to get multiple information from different offices through a single application. To collect information for more than one subject in single application may get delayed in providing information to you. The more specific information asked the faster it is to be provide.
3. Repetition of same application/ information should be avoided.
4. Information for representation/suggestions/advices are not liable to be provided under RTI Act.
5. Please do not ask for any third party information unless it has concern to the Public Interest.
6. Number of items for which information is sought for should be restricted to few numbers as far as possible to help us to provide you a prompt reply.
7. The information sought should be unambiguous.