

## GAMSUNG MITE LAMHI

### THUHETNA DING THANEINA DAAN-2005

RTI. Kitti ding thaneina kipehi manchah thupitah ahi. Solkal kivaihom danle anatongte tohdan mutheitah a nasemtup thei ahi. Thu het nom naneija nadohle na thudoh chu solkal le anatong ten adihchet hilchetna ahetsah dio ti ahi. Hiche manchah thupitah thaneina hi Ellha Nisim, 12th 2005 kuma kona na khutna uma ahitai. Touthipma mohvet hilouvin kiphumlutnin, thu hetna ding thaneina nakipe chu tunin mangchan.

**2. DOI LE TUP:-** Mipite ding natong thunei vaihom hon kitahna aneitheina diu le alamlouva thilguh bolho suhtang na ding ahi.

**3. VETSAHNA KHAT CHU :** Indiate Daan, hiche le le hin-

- i Kumpipa le Semang pipu geija ohthei ongdohlou ahi( India Daanpi in apha)
- ii Hiche a hi mipiten tohdidan aseija, sorkallin atoh bulhit ahi.
- iii Hichea hi asang anem kivettumna umlou ahi.
- iv Hetding khat chu mipite hi thunei vaipo hija solkal hi lhacha natong ahi. RTI Daan hin Jammu le Kashmir tilou India mipite jouse ahopmin ahi.

**4. RTI. DAAN NOIJA HI THU HETNOM JOUSE MIPI VAIHOM THUNEITE NADOHTHEI AHL.**  
Mipi vaihom thuneite kiti chu;

- ❖ Mopo dingle vaihom dia Daanpi dungjuija kilhengdoh gamlhangpi hihen, gambih ho a hihen, chenna gamkol hopneo ho jouse kiseina. Hiche hin ahopchu Kumpipa, Daan semho, Thutan ho chule solkal kivaihomna bahkai jouse ahi.
- ❖ Changvalla hihen, milham kiloikhomna hijongle solkal sum le pai tamle lhom le kithopina kipeho, ti chu-solkal thilgonlou changval milham kiloikhomna pou pou solkal sum le pai kipe jouse koma thu hatchet dia ngaichat jouse thum le dohthei ahi.

**5. THUTAH ADIH IPI HETNA PHA NADOHTHEI HAM?**

Hetsahdi thu kiti chu- khutna jihtho, awchenga kikhum hihen, lekhajolla kistem thuphon, thupheh, thumop, hilchet, file a kijih hile, thuso a kiso thuchin, kilolna ho, chule vetkah dia kistem thil, limlemelso'a kikoi hihen, computer a kiheng simtoh-suhtoh thei, electronic, fax, micro film le adang dang ho ahi.

**6 (a). THU HETDING THANEINA CHUN NOIJA HOHI NAMUSAHTHEI AHL.**

- i Thu kisosa Avella adih e tia soi kikaikit lekha le kinoptona lekha adang dangho.
- ii Vetchilsa, thuso, thuchin lekha office a kikoi ho.
- iii Lamlhongpi kistemna, song inpi kisahna kholchilna lekha hole adang dang.
- iv Itobang photchetna dia kikoi, thilkeo hihen, twi then le thenlou, lamlhongpi semna, insahna a kimang song le thih, cement adang dang ho.

**6 (b). HINLA, HETDIA THU KITHUM CHU PEHDA NATHEI JONG AUMME:-**

- i India gampumpi jalenna, apha nale ahoina, abitna, chin nalam le neh le don, inchen khosah, mipite hamsetna thei le gamdang to kitimatna ho susethei ahile.
- ii Daan to kitohlouva doumah thilso nathei ahile
- iii Daan choi hon akhau, daan to kikal thei thuho.

- iv Mihem khat hinkho le tahsa susethei thu ahile.
- v Themmo ho thu khat kholchil nadi suhtangnathei thu ahile.
- vi Mipite phatsahna ahingalloule le, kiveina lampang thuguh, thil le lo nei le gou tongkha thei thu ho.
- vii Mipite phatsah ahingalloule, mikhat changval hinkho thuguh ho.
- viii Daan nin aphalpehsa sodoh ding thukijih aneitum umho.
- ix Inpi toukhomna a seikhomdi, thulhuhna umloulai thuho.
- x Solkal gamvaipo daan sem ho maimoh le minset nathei ho.
- xi Mipi tongkhalou changval hinkho thuguh, hinla PIO in mipi khantouna thei ahi tia aphal ngallou le.

Hinla jalen Inpi (Parliament) ahiloule gamih daan choiho dinga kiphal tei thuso, thu le la chu nang dia jong phal ahi. Thu hetnom chu chung a peh theilou dia kijih ho lah a ajao khah tah le, thulhanglhon phabep pehthei ahi. Thilguh kholna lamle kiventupna dia kiloikhomna ho chu hiche daan Schedule 2. dungjuija RTI Act hin ahoplou, nehguh le mihem khat jalenna kisuse ahingalloule.

Ipi kivaipohna hile mipi kivaihomnaho a chu PIO ahiloule APIO kiloikhomna bahkai jousen aneicheh ngai ahi.

## 7. THUDOH KITIPOU HICHE PHATBIH SUNGA NAMUTEI DIDOL AHI

**NI 30 SUNGA :** Na thudohna lekha le athum man Sum amunia pat, hiche phat sunga hi na ngeh chu PIO in napeh diham ahiloule pehthei ahipoi ti ahetsah ding ahi.

**NI 35 SUNG :** Na thumna lekha chu PIO khutna lutna ahile.

**KONTA 48 SUNG :** Na thu hetnom chu mihemkhat jalen nading thu ahile.

**NI 40 SUNG :** Kiloikhom na ni kah a boina jeh ham khatna kiloikhom athum channa ajaokhah le.

**NI 45 SUNG :** Mihem jalenna sumo'a kingohna thu ahile, thusodolla nganse vaipote( Information Commission) phalna lah ngaija ahi.

## 8. THU THUMMAN

Thudoh Thumman	Thudoh donbut na man (Aman pehbe ding)	Amanpehdidaan
Cheng 10	<ul style="list-style-type: none"> <li>• A4/A3 lekhapeh-phengmai khat na cheng 2</li> <li>• Lekha pheng lenho-Aman jat dungjuija</li> <li>• Lekha kitatdoh thuso-Aman jat dungjuija</li> <li>• Jihsa kinamdoh/sodohsa kilason-phengmai-khat na cheng 2.</li> <li>• Floppy/diskette-Disk khat na DDangka 50.</li> <li>• .Thil kimang vetsahna ho (samples) – Aman dungjuija.</li> <li>• Thuchin lekha ho kholna-Konta khat sung menbei,</li> </ul>	Asuma pehding Demand Draft Banker's Cheque.

	aban kit konta khat she'a cheng 5.	

**HETDING:** Nikhat sung nehndin mujoulou genthei hon thudoh man apehloudu. A phat kitep kichai jouva thu kihetsah chu aman umlou ding ahi.

## 9. NGEHNA HO

(a) Ngehna masapen:

Mopo sangpen mipi thaneina choipa (Appellate Authority) koma noiya kijih ho banga lungkim louna aumle na ngeh thei ahi.

- Thudohna lekha napeh chu PIO ahiloule APIO in asanloule.
- PIO thulhelhah na lunglhailoule.
- Thudoh thumna man ahididolla alah loule
- Thudoh hetsahna aphantbih kitep sunga apehloule.
- Thu kidong chu alhinglél ham, adihlouva adonbutle.
- Thu hetnom chu lunglhaina thei ahiloule
- A kingeh dungjuija donbutna apeh loule.

Thudoh aphant kiteppeh kichaijou ni somthum sunga Avella ngehna lekha PIO ahiloule APIO khutna napehlut ding ahi.

Na ngehna/taona lejha a chu:

- i Alekha pelutpa min le address umding
- ii PIO min le a address umdi.
- iii Ipi thuso jeh a ngehna kipe ham banneitah a jih di, thuso No, Date & PIO.
- iv Avella ngehna kipehlona ajeh chomcha jihlah ding.
- v Taona ham ahiloule kithopina kithum thudol ham
- vi Ipi jeh a kitaoham ahiloule krithopina kithum ham
- vii Ipi daan nin aphant dungjuija kithum ham
- viii Mopo sabgpen mipi thaneina choipan vetchilna aneina.
- ix Ngehna apilhin theina dia thu hetsah lekha dang kilbeh diho:
  - Lungkim louna thupeh lekha Xerox kibol soi kaikhumsa.
  - Mo popa henga tahsan tah a ngehna kineija kiphapoh thupeh lekha ho.
  - Ngehna lekha kipe a thusoh vetdiho umna phengmai holbaina.

Chule itih phat hijongle, Nagaland State Information Commission koma lungkimlouna thulhut nabolthei ahi, ti chu;

- i. Ngehna lekha na pelut thei tapoi
  - a. PIO le APIO kilheng doh loulai ham.
  - b. PIO le APIO in na ngehna lekha na sanpeh tapoi.
  - c. PIO chun nalekha chu mopo sangpen (Appellate Authority) koma athotlou.
- ii. Thu hetnom na ngeh phalpeh ahiloule.
- iii. Na thu ngeh aaphatcha donbut ahiloule.
- iv. Hetnom thudoh thum man akilomlou hella a ngeh ule.
- v. Na thum chu donbutna alhinglou le lungkimna thei ahiloule.
- vi. Adang dang hiche daan noiya ngehna ho muthudolla.

Na thil ngeh thudolla nanna, gelkhohpeh louna, ipi kiloikhom kivaipohna hijongle, na laungkimlouna jitho'a noiya address'a hi napehlut thei ahi.

Nagaland State Information Commission

Old Secretariat Complex, Post Box-148

Kohima, Nagaland-797001

Tel. 0370-2291595(O), Fax:2291798,

Email: [cic\\_Nagaland@Yahoo.co.in](mailto:cic_Nagaland@Yahoo.co.in)

Website: [www.nlsic.gov.in](http://www.nlsic.gov.in)

**(b) ANIVEI CHANNA A NGEHNA:**

Mopo sangpen thulah na ding theneina choipa thulhelhah na lunglhailou ham ahiloule na thil ngeh chu ni 30 – 45 sunga namu loule Information Commission koma ni 90 sunga ngehna thei tha nanei ahi, tichu; na ngeh masat donbutna namu ni'a pat.

**10. LEUNGA/GAPNA.**

Nagaland State Information Commission chun PIO ham mopo thunei vaihomba chu noiya kipeho suhbulhit lou jeh a nikhat geisang man dangka 250.00, chule asanglampen na dangka 25,000.00 channa agap thei ahi.

- i. Ajeh beija thumna leha asanlouva ahile
- ii. Tu kidong ngehna donbut nomlou na lungdihlpi aneile.
- iii. Phat kitep sunga thudoh hetsahnaapehloule.
- iv. Hena sasa thukidong adihlouva donbut ham, alhinglela apehle
- v. Thu kingeh thuchin ho asuhmangle
- vi. Thudoh dombutna ho pehdi asuhtangle.

## 11. NGEH NA LEKHA JIH TENG HET MASAT DI PHABEP:

- i. Hetnom thuchin chu thunei vaipo koi khutna um hetdi.
- ii. Hentom thuchin namuna din RTI. mangchan, ahiloule ngehna lekha napeh lutsa ahile ichan aphah tah em kholtoh in. Vetsahna(eg.) Tunia passport natuma ajingle RTI. dungjuija thuhetsah na ngeh paile phachomlou ahi. Thil khat chu aphot kitep sung akipel teng le bou RTI. daan dungjuija ngehthei bou ahi.
- iii. Thudoh hetsah chu manbei ahipoi. Thu hetsah muna dingle athu lah didan nin jong aman apoh ahin, ipi het masat ngaiham nadoh loule khonung le sum tampi na paithei ahi.
- iv. Na thudoh na lekha chu sappao, hindi, agampao hamma na jih a PIO khutna napeh lutthei ahi.
- v. Na lekha jih chu ipi thu nadoh, nakhol, nahetnom ham, kicheh tah in jih in. Manlou thu tampi nadohle donbutna kicheh tah na mulou ding ahi. Na thu hetnom chu bennei chan gollhan.
- vi. Itih phat sung thusoh ho na ngaichat ham phapoh in.
- vii. Thu hetsah donbut dingdan seichen nin.
- viii. Iti lamsanga kihetsahto di jong seichen nin.
- ix. PIO in thudoh donbutna kihoumatpi na ding kicheh tah in pen.
- x. Thudoh na ngeh lona ajeh sei khoh angaipoi.
- xi. Thu ngehna lekha chu Dangka cheng som ahiloule demand draft, banker's cheque to kilbeh ding ahi.

## 12. HETDINGA LOM PHABEP:

- i. Thu net ding na thum chu mipi vaipo thanei ho to kisaithu hihih jungle PIO le APIO in na lekha chu nahsah mo'a abolthei lou ahi.
- ii. Na thudoh lekha chu ijrmtia vaipo thanei pehdidol napeh khel ahijongle PIO chun amudidol vaipo koma ni nga sunga alethotna nahin hetsah ding ahi.
- iii. Thudoh thumna lekha chu na jihtheilou jongle PIO koma kamchenga naseija na jihsah thei, ahiloule chatmo elbai nahile amatah in nakithopi ding ahi.
- iv. PIO koma na lekha pehlutna le ngehna man kamunai ti photchetna lekha nakilah ding ahi.
- v. Na thu ngehna man dijat achengcheleija ijat ham PIO in nahetsah ding, aman dijat napeh kahsea na thuhetnom chu namu louding ahi. Aman dijat nahetsah le napehlut kikah chu phaatah ong ahin, nikho kitep chun ahoplou ahi.

13. AHUNGLHUNG DI NIKHO LE PHAT: Thil maiso khat kheljah in imacha akikhelpon, hin akikhel chu ikimaitopi teng thiljouse kikhelthei ahi.

RTI. Daan-Khang hung lhung ding phatbukim setna di lunggel.

Nadihna chu mudin dellin, tun pan jengin.

“ Kiloikhomna suse chu kitahna beim ho chaloh jeh ahapon, mipha ho chaloh lou jeh ahiji”

“Agammi khat nin thudih loule daan palkeh ho adou loule , atosot ahi”

“ Changval phatchom na dia mipi lamkaija pan chu, gammite dinga loupina le minthan na asodohpoi.”  
Shiv Khera.

---

Published under the project on capacity Building for access to information by:-

RTI Cell,

ATI

Kimho

Kohima, Nagaland - 797001

Tel: (0370) 2280068(O )

---