

RESPONSIBILITIES OF THE INFORMATION OFFICER



Update and Publish Information

Regularly update and publish information related to their office

Accept and provide necessary assistance for applications submitted by any Nepali citizen requesting information

Accept Applications

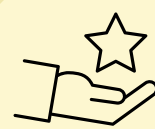


Assist in Writing Applications

For individuals who are illiterate or physically unable to write, their oral request should be documented in writing, and verbally confirmed with them, and their signature or thumbprint should be obtained on the document

Collect fees as per the prescribed rate, register the application, and provide a registration number and receipt to the applicant

Collect Fees and Register Applications



Provide Information

Provide readily available information immediately, or within 15 days if the information is not immediately available

Provide information within 24 hours if it concerns the safety of an individual's life

Provide Information within 24 Hours



Inform If Information Cannot Be Provided

Inform the applicant if the requested information cannot be provided or if it is not related to their office with reason

Provide information in the requested format whenever possible, ensuring the source is not damaged or destroyed, and explain if any alteration is necessary.

Provide Information in Requested Format



Provide Time for Study or Observation

Provide reasonable time for the study or observation of documents, materials, or operations if requested.

Provide information as per the orders of the office chief if a complaint is lodged about not receiving, partially receiving, or receiving incorrect information

Provide Information as Ordered

