

Rule 6: Forwarding of request by organization

- (1) Any person may send their complaint to the Nodal Officer of the concerned organization for blocking by the public any information generated transmitted, received, stored or hosted in any computer resource. Provided that any request, other than the one from the Nodal Officer of the organization, shall be sent with the approval of the Chief Secretary of the concerned State or Union territory to the Designated Officer: Provided further that in case a Union territory has no Chief Secretary, then, such request may be approved by the Adviser to the Administrative of that Union Territory.
- (2) The organisation shall examine the complaint received under sub-rule (1) to satisfy themselves about the need for taking of action in relation to the reasons enumerated in sub-section (1) of section 69A of the Act and after being satisfied, it shall send the request through its nodal officer to the Designated Officer in the format specified in the form appended to these rules.
- (3) The Designated Officer shall not entertain any complaint or request for blocking of information directly from any person.
- (4) The request shall be in writing on the letter head of the respective organisation, complete in all respects and may be sent either by mail or by fax or by e-mail signed with electronic signature of the Nodal Officer. Provided that in case the request sent either by fax or by e-mail which is not signed with electronic signature of the Nodal Officer shall provide a signed copy of the request so as to reach the Designated Officer within a period of three days of receipt of the request by such fax or e-mail.
- (5) On receipt each request shall be assigned a number alongwith the date and time of its receipt by the Designated Officer and he shall acknowledge the receipt thereof to the Nodal Officer within a period of twenty four days of its receipt.