

RIGHT TO INFORMATION(RTI'2005)



**OFFICIAL WEBSITE OF INLAND WATER TRANSPORT, ASSAM
ULUBARI, GUWAHATI-7**



INLAND WATER TRANSPORT, ASSAM

hptt ://www.iwt.assam.gov.in		e-mail Id-diwtassam@gmail.com Contact No
FIRST APPELLATE AUTHORITY	Md.Faizul Hussain A.C.S Director, &First Appellate Authority Inland Water Transport, Assam. Ulubari,Guwahati-7	9401808858(M)
State Public Information Officer, IWT Directorate ,Ulubari,Guwahati-7	Sri M.Rahman Joint Director & State Public Information Officer Inland Water Transport, Assam. Ulubari,Guwahati-7	9435118088(M)
State Public Information Officer, Inland Water Transport, Division. Guwahati	Executive Engineer Inland Water Transport, Division. Guwahati & State Public Information Officer	
State Public Information Officer, Inland Water Transport, Division, Dibrugarh	Executive Engineer Inland Water Transport, Division, Dibrugarh& State Public Information Officer	
State Public Information Officer, IWT Division, Silchar Assam	Executive Engineer Inland Water Transport, Division. Silchar & State Public Information Officer	
Asstt. State Public Information Officer ,IWT Directorate ,Ulubari, Guwahati-7	Deputy Director(Design) & Asstt. State Public Information Officer Inland Water Transport, Assam. Ulubari,Guwahati-7	
Asstt. State Public Information Officer, Inland Water Transport Sub-Division, PPC Guwahati-7	Asstt. Executive Engineer Inland Water Transport Sub-Division, PPC Guwahati-7 & Asstt. State Public Information Officer,	
Asstt. State Public Information Officer, Inland Water Transport Sub-Division, Goalpara	Asstt. Executive Engineer Inland Water Transport Sub-Division, Goalpara & Asstt. State Public Information Officer,	
Asstt. State Public Information Officer, Inland Water Transport Sub-Division, Dibrugarh	Asstt. Executive Engineer Inland Water Transport Sub-Division, Dibrugarh & Asstt. State Public Information Officer,	
Asstt. State Public Information Officer, Inland Water Transport Sub-Division, Jorhat	Asstt. Executive Engineer Inland Water Transport Sub-Division, Jorhat & Asstt. State Public Information Officer,	
Asstt. State Public Information Officer, Inland Water Transport Sub-Division, Hailakandi	Asstt. Executive Engineer Inland Water Transport Sub-Division, Hailakandi & Asstt. State Public Information Officer,	
Asstt. State Public Information Officer, IWT Central Workshop, Guwahati	Asstt. Engineer IWT Central Workshop, Guwahati & Asstt. State Public Information Officer,	

HOW TO APPLY RTI	Any citizen of India who desired to obtain any information under the Right to Information Act - 2005 may make a request to the Public Information Officer/Assistant Public Information Officer, preferably in the Application Format, in writing or through electronic means.	
APPLICATION FORMAT	There is no any specific format of an application for seeking information. The application can be made on plain paper. However, the application should, have the name and complete postal address contacts no etc. of the applicant. ****	
APPLICATION FEE	The application for obtaining information under sub-section (1) of section 6 of RTI Act, 2005, must be accompanied by Prescribed application fee. At present the application fee, which is subject to change from time to time, is as under - Application fee :- Rs. 10/-(Rupees ten only) Mode of Payment: - By cash against proper receipt or by demand draft/banker's cheque/Indian postal order.	
ADDITIONAL FEE :-		
1. For each page(A4 or A3 paper) created or copied	Rs. 2/- per page	
2. For a copy in larger size paper	Actual Charge or Cost price	
3. For samples or models	Actual Cost of price	
4. For inspection of records.	No fee for the first hour, @Rs. 5/each 15minitues thereafter.	
Further, for providing the information under sub-section (5) of Section 7, the fee shall be charged at the following rates.		
1. For information provided in diskette or floppy	For information provided in diskette or floppy @Rs50/-per diskette or floppy	
2. For information provided in printer form	The entire price fixed for such publication or Rs. 2/- per page of photocopy for extracts from the publication.	

MODEL APPLICATION FORMAT REQUESTING INFORMATION UNDER “RTI ACT, 2005”

To,

The State Public Information Officer, /Asstt. Public Information Officer
IWT Directorate, Ulubari, Guwahati-7
(State PIO/APIO-in case of information related to Government of Assam Public Authorities)
(Name of the office with Address)

From : - Full Name& postal Address of Applicant
Contact Phone No of Applicant.

Sub : - **Information under RTI Act’2005**

Sir/Madam,

The undersigned hereby requests the following particulars of information

- A. Subject matter :-
- B. The period to which the information relates :
- C. Information Description :-----

Signature/Thumb Impression of the Applicant
Name in full:-

Encl:-

- ** Rs.10/- by way of cash/DD(number &Bank)/Bankers Checque(Number&Bank)
- ** OR photocopy of BPL Ration card in case of BPLapplicant(the application fee is exempted).

Signature/Thumb Impression of the Applicant
Name in full:-

MODEL APPLICATION FORMAT FOR FIRST APPEAL

From : - Full Name& postal Address of Applicant
Full Postal Address of Applicant:
Contact Phone No & email Id of Applicant if any .:

To,
The Director (First Appellate Authority)
Inland Water Transport, Assam.
Ulubari, Guwahati-7

Sub : - **An appeal under Section of RTI Act'2005**
Ref :- **My application for information under RTI Act'2005 Dated Addressed to PIO...APIO..... of.....office/establishment**

Sir/Madam,

The undersigned hereby submit an appeal application with following details:-

1. Officer Name, designation & address (with telephone No) of PIO against whom the appeal is preferred.
2. Particulars of PIO orders—Number and date (if any) :-
3. Brief facts leading to Appeal :
4. Prayer/Relief sought (e.g. release of information, details of loss for compensation etc.):-
5. Appeal grounds for the prayer/relief :-
6. Verification by the applicant: I attest that all the information in this application is true and correct to my knowledge.
7. Index of documents in support of appeal :-
 - (a) Photo copy of original application with self attestation.
 - (b) Photo copy of acknowledgement issued by PIO/APIO on receipt of application (and post office acknowledgement of Registered/Speed post if any.
 - (c) Photo copy of Money receipt in case of Cash or Cheque/DD/IPO number/BPL card, if any.
 - (d) Photo copy of the response of PIO/public authority/official, received with their letter number and date –with self attestation ,if any

Signature/Thumb Impression of the Applicant

Name in full:-

**** (The above format is indicative only, applicant may apply in plain paper)**