

## INTRODUCTION

Right to Information Act is an Act to provide for freedom to every citizen to secure access to information under the control of public authorities, consistent with public interest, in order to promote openness, transparency and accountability in administration and in relation to matters connected there with. To bring about transparency and accountability and to implement the provisions of the Right to Information Act 2005, **Institute for Autoparts & Hand Tools Technology (IAHT)**, Ludhiana has made an attempt to provide certain information to citizens to empower them to exercise their right to Information.

IAHT has designated Public Information Officer (PIO) for dissemination of information. Appellate Officer has also been designated to provide facility to the public to appeal in case of non-receipt of sought for. In case Information is not available as provided hereunder the said information can be sought under the Right to Information Act 2005, by applying in the prescribed format. The format along with prescribed fees may be deposited which shall be forwarded to the PIO and a date for receiving the information would be given to the applicant. IAHT, Ludhiana has also maintained its website which kept exist at [www.iapht.org](http://www.iapht.org). It is exhibiting information relating to different activities programmes being conducted.

In case desired, information not available in website, it can be sought by giving an application in the prescribed format.

### FORMS:

Application for seeking information : Form - A

Proforma for acknowledgement :

Proforma for Transfer of application : Form – B

Proforma for rejection order and confirming : Form – C

On receipt of the application an acknowledgement be issued to the applicant mentioning the date of receipt and period by which the information provide. In case of rejection also the applicant shall be intimated giving the reasons thereof.

In case the Information cannot be made available the cause for not making available such information would be given to the applicant in the prescribed period. If not satisfied to the reply, the applicant can seek redressal of his grievance from the Appellate Authority designated for the purpose.

For providing Information IAHT charges the fee as following: -

- ❖ Rs. 2/- per page for printed information.
- ❖ Rs. 100/- per CD in case information through CD.

However, as under RTI Act no fees be charged for the persons below poverty line, the request for obtaining information under sub section 1 and section 6 shall be accompanied by the application fees of Rs. 10/- by way of cash against proper receipt or bank draft or bankers cheque payable to Institute for Autoparts & Hand Tools Technology, Ludhiana. The payment may be make directly to the General Manager.