

# Indian Institute of Technology (IIT), Guwahati

## Suo Moto Disclosures/RTI Manuals

(Updated as on 26.09.2024)

Sr.No.	Details of Disclosure	Organization information
1	<b>Organization and Function</b>	
1.1	<b>Particulars of its Organization, functions and duties [Section 4(1)(b)(i)]</b>	
1.1.1	Name and address of the Organization	<p><b>Indian Institute of Technology (IIT), Guwahati</b>(<a href="https://www.iitg.ac.in/">https://www.iitg.ac.in/</a>)</p> <p>(<a href="https://www.iitg.ac.in/iitg_page_details?page=1/about-us">https://www.iitg.ac.in/iitg_page_details?page=1/about-us</a>) Indian Institute of Technology Guwahati, the sixth member of the IIT fraternity, was established in 1994. The academic programme of IIT Guwahati commenced in 1995. At present the Institute has eleven departments, seven inter-disciplinary academic centres and five schools covering all the major engineering , science, healthcare, management and humanities disciplines, offering B.Tech., B.Des., M.A., M.Des., M.Tech., M.Sc., MBA and Ph.D. programmes. Within a short period of time, IIT Guwahati has been able to build up world class infrastructure for carrying out advanced research and has been equipped with state-of-the-art scientific and engineering instruments. Besides its laurels in teaching and research, IIT Guwahati has been able to fulfil the aspirations of people of the North East region to a great extent since its inception in 1994.</p> <p>Indian Institute of Technology Guwahati's campus is on a sprawling 285 hectares plot of land on the north bank of the river Brahmaputra around 20 kms from the heart of the city. With the majestic Brahmaputra on one side, and with hills and vast open spaces on others, the campus provides an ideal setting for learning.</p> <p>IIT Guwahati is the only academic institution in India that occupied a place among the top 100 world universities – under 50 years of age – ranked by the London-based Times Higher Education (THE) in the year 2014 and continues to maintain its superior position even today in various International Rankings. IIT Guwahati gained rank 32 globally in the ‘Research Citations per Faculty’ category and overall 364 rank in the QS World University Rankings 2024 released recently. IIT Guwahati has retained the 7th position among the best engineering institutions of the country in the ‘India Rankings 2023’ declared by the National Institutional Ranking Framework (NIRF) of the Union Ministry of Education. IIT Guwahati has been also ranked 2nd in the ‘Swachhata Ranking’ conducted by the Govt. of India. IIT Guwahati has been ranked as the top-ranked University in 2019 for IT developers by HackerRank in the Asia-Pacific region. Also, IIT Guwahati ranks 6th globally in Sustainable Development Goal 7 (Affordable and clean energy) of the Times Higher Education Impact Rankings 2023.</p>
1.1.2	Head of the organization	<b>Prof. Devendra Jalihal</b> ( <a href="https://www.iitg.ac.in/iitg_admstr?ct=iitg-administration;">https://www.iitg.ac.in/iitg_admstr?ct=iitg-administration;</a> )
1.1.3	Vision, Mission and Key objectives	<p>Vision &amp; Mission is available at:  <a href="https://www.iitg.ac.in/iitg_page_details?page=2/vision-mission;">https://www.iitg.ac.in/iitg_page_details?page=2/vision-mission;</a></p> <p><b>Objective:</b> To provide for instruction and research in such branches of engineering and technology, sciences and arts, as the Institute may think fit, and for the advancement of learning and dissemination of knowledge in such branches.</p>
1.1.4	Function and duties	It is as per <b>IIT Act (1961)</b> with annexures of Institutes of Technology (Amendment) Act 1963, 1994, 2002, 2012):

		<a href="https://www.iitg.ac.in/rti/links/IITG_1961Act_14.08.2012_intranet_P1.pdf">https://www.iitg.ac.in/rti/links/IITG_1961Act_14.08.2012_intranet_P1.pdf</a> <b>IIT Act (1961)</b> with amendments of 1963, 1994, 2002, 2012 incorporated) (Not legally vetted, for information only): <a href="https://www.iitg.ac.in/rti/links/IITG_Act2012_14.08.2012_intranet_P2.pdf">https://www.iitg.ac.in/rti/links/IITG_Act2012_14.08.2012_intranet_P2.pdf</a> <b>Statutes IIT Guwahati:</b> <a href="https://www.iitg.ac.in/rti/links/IITG_Statutes.pdf">https://www.iitg.ac.in/rti/links/IITG_Statutes.pdf</a> <b>IIT Amendment Act (1994):</b> <a href="https://www.iitg.ac.in/rti/links/acts_statutes_iitamendmentact94.pdf">https://www.iitg.ac.in/rti/links/acts_statutes_iitamendmentact94.pdf</a> <b>Academic Ordinances:</b> <a href="https://www.iitg.ac.in/acad/academic_ordinance.php">https://www.iitg.ac.in/acad/academic_ordinance.php</a>
1.1.5	Organisational Chart/Structure	It is given in <b>Annexure – II</b>
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt.	<p>The genesis, inception, formation of the <b>Indian Institute of Technology (IIT), Guwahati</b> is detailed under 1.1.1 above (<a href="https://www.iitg.ac.in/">https://www.iitg.ac.in/</a>).</p> <p>Detail of Past Directors of the institute is available at: <a href="https://www.iitg.ac.in/iitg_people?p=UUEvNE5jTVFNRRERIVTErU1JXc1VVUT09">https://www.iitg.ac.in/iitg_people?p=UUEvNE5jTVFNRRERIVTErU1JXc1VVUT09</a>;</p> <p><b>Detail of Head of Departments, School, Centres &amp; Registrar</b> is available at: <a href="https://www.iitg.ac.in/iitg_admstr?ct=iitg-administration">https://www.iitg.ac.in/iitg_admstr?ct=iitg-administration</a>;</p> <p><b>Finance Committee:</b> <a href="https://www.iitg.ac.in/admstr?ct=finance-committee">https://www.iitg.ac.in/admstr?ct=finance-committee</a></p> <p><b>Building &amp; Works Committee:</b> <a href="https://www.iitg.ac.in/admstr?ct=building-and-works-committee">https://www.iitg.ac.in/admstr?ct=building-and-works-committee</a></p> <p><b>Internal Complaint Committee:</b> <a href="https://www.iitg.ac.in/iitgicc/">https://www.iitg.ac.in/iitgicc/</a></p> <p><b>Equal Opportunity Cum Special Reservation Cell:</b> <a href="https://www.iitg.ac.in/eo/">https://www.iitg.ac.in/eo/</a></p>
1.2	<b>Power and duties of its officers and employees [Section 4(1) (b)(ii)]</b>	
1.2.1	Powers and duties of officers (administrative, financial and judicial)	<b>Powers and Duties of Officers:</b>  <a href="https://www.iitg.ac.in/rti/links/Delegation_of_power.pdf">https://www.iitg.ac.in/rti/links/Delegation_of_power.pdf</a>
1.2.2	Power and duties of other employees	
1.2.3	Rules/ orders under which powers and duty are derived and	<b>IIT Act (1961)</b> with annexures of Institutes of Technology (Amendment) Act 1963, 1994, 2002, 2012): <a href="https://www.iitg.ac.in/rti/links/IITG_1961Act_14.08.2012_intranet_P1.pdf">https://www.iitg.ac.in/rti/links/IITG_1961Act_14.08.2012_intranet_P1.pdf</a> <b>IIT Act (1961)</b> with amendments of 1963, 1994, 2002, 2012 incorporated) (Not legally vetted, for information only): <a href="https://www.iitg.ac.in/rti/links/IITG_Act2012_14.08.2012_intranet_P2.pdf">https://www.iitg.ac.in/rti/links/IITG_Act2012_14.08.2012_intranet_P2.pdf</a> <b>Statutes IIT Guwahati:</b> <a href="https://www.iitg.ac.in/rti/links/IITG_Statutes.pdf">https://www.iitg.ac.in/rti/links/IITG_Statutes.pdf</a> <b>IIT Amendment Act (1994):</b> <a href="https://www.iitg.ac.in/rti/links/acts_statutes_iitamendmentact94.pdf">https://www.iitg.ac.in/rti/links/acts_statutes_iitamendmentact94.pdf</a> <b>Academic Ordinances:</b> <a href="https://www.iitg.ac.in/acad/academic_ordinance.php">https://www.iitg.ac.in/acad/academic_ordinance.php</a>
1.2.4	Exercised	Powers and duties are exercised and work allocated as per detail given under 1.2.3 above
1.2.5	Work allocation	
1.3	<b>Procedure followed in Decision Making Process [Section 4(1)(b)(iii)]</b>	
1.3.1	Process of Decision Making: Identify key decision making points	It is available at: <a href="https://www.iitg.ac.in/rti/links/9.procedure.pdf">https://www.iitg.ac.in/rti/links/9.procedure.pdf</a>
1.3.2	Final Decision-making Authority	Director of the institute
1.3.3	Related provisions, acts, rules etc.	It is available at: <b>IIT Act (1961)</b> with annexures of Institutes of Technology (Amendment) Act 1963, 1994, 2002, 2012): <a href="https://www.iitg.ac.in/rti/links/IITG_1961Act_14.08.2012_intranet_P1.pdf">https://www.iitg.ac.in/rti/links/IITG_1961Act_14.08.2012_intranet_P1.pdf</a> <b>IIT Act (1961)</b> with amendments of 1963, 1994, 2002, 2012 incorporated) (Not legally vetted, for information only): <a href="https://www.iitg.ac.in/rti/links/IITG_Act2012_14.08.2012_intranet_P2.pdf">https://www.iitg.ac.in/rti/links/IITG_Act2012_14.08.2012_intranet_P2.pdf</a>

		<b>Statutes IIT Guwahati:</b> <a href="https://www.iitg.ac.in/rti/links/IITG_Statutes.pdf">https://www.iitg.ac.in/rti/links/IITG_Statutes.pdf</a>
1.3.4	Time limit for taking a decision, if any	As such there is no time limit defined for taking decisions in the charter. However, time limit for taking any decision in the Institute is decided by the Director depending on the nature of job/task/complaint. Normally the time taken for taking any decision is 7 to 10 days. Time limit for taking decisions varies from project/programme to project/programme. The routine Correspondence, etc. received from different departments are of time bound nature and disposed of within the given time limit by the institute.
1.3.5	Channel of supervision and accountability	(1) Channel of supervision is as per the Organization Structure of <b>Indian Institute of Technology (IIT), Guwahati</b> . (2) Every employee is accountable towards the duties assigned by the authorities from time to time.
1.4	<b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>	
1.4.1	Nature of functions/ services offered	<b>Main functions of the institute:</b> Teaching and Research & Development <b>Services:</b> <ul style="list-style-type: none"> <li>o Teaching at UG and PG levels in Engineering, Science, Humanities (Please see details of teaching programmes on the website).</li> <li>o To conduct state-of-the-art research and development in frontier areas of science and technology.</li> <li>o To undertake sponsored research and consultancy.</li> <li>o To cater to continuing education programmes of the Government of India.</li> <li>o To organize conferences, seminars and short term courses.</li> </ul>
1.4.2	Norms/ standards for functions/ service delivery	Normal procedure as per norms laid by the BoGs/Academic council/Director is followed by the institute while executing various activities/ programme i.e. proposal received from the faculty, departments and students asking for permission for financial assistance/sanction under various schemes, etc. are submitted to the Director for administrative approval and decisions/sanctions/ approvals are implemented.
1.4.3	Process by which these services can be accessed	The procedure/instructions contained in the Manual of Office Procedure issued by the Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions for timely disposal of receipts/cases are being followed in the <b>Indian Institute of Technology (IIT), Guwahati</b> . Further information can be obtained from the link below: <b>IIT Act (1961)</b> with annexures of Institutes of Technology (Amendment) Act 1963, 1994, 2002, 2012): <a href="https://www.iitg.ac.in/rti/links/IITG_1961Act_14.08.2012_intranet_P1.pdf">https://www.iitg.ac.in/rti/links/IITG_1961Act_14.08.2012_intranet_P1.pdf</a> <b>IIT Act (1961)</b> with amendments of 1963, 1994, 2002, 2012 incorporated) (Not legally vetted, for information only): <a href="https://www.iitg.ac.in/rti/links/IITG_Act2012_14.08.2012_intranet_P2.pdf">https://www.iitg.ac.in/rti/links/IITG_Act2012_14.08.2012_intranet_P2.pdf</a> <b>Statutes IIT Guwahati:</b> <a href="https://www.iitg.ac.in/rti/links/IITG_Statutes.pdf">https://www.iitg.ac.in/rti/links/IITG_Statutes.pdf</a> <b>IIT Amendment Act (1994):</b> <a href="https://www.iitg.ac.in/rti/links/acts_statutes_iitamendmentact94.pdf">https://www.iitg.ac.in/rti/links/acts_statutes_iitamendmentact94.pdf</a> <b>Academic Ordinances:</b> <a href="https://www.iitg.ac.in/acad/academic_ordinance.php">https://www.iitg.ac.in/acad/academic_ordinance.php</a> .  To facilitate the decision-making process and discharge of functions, different committees have been constituted at Institute level (detail is give under 1.3.1 above). As per the nature of the services, different approach is there to access these services. Normal procedure as per norms laid by the BoGs/Academic council/Director is followed by the institute while

		executing various activities/ programme i.e. proposal received from the faculty, departments and students asking for permission for financial assistance/sanction under various schemes, etc. are submitted to the Competent Authority as per DoP for administrative approval and decisions/sanctions/approvals are implemented.
1.4.4	Time-limit for achieving the targets	Targets are achieved as per the Academic Calendar of the <b>Indian Institute of Technology (IIT), Guwahati</b> for every year ( <a href="https://iitg.ac.in/acad/academic_calendar.php">https://iitg.ac.in/acad/academic_calendar.php</a> ).
1.4.5	Process of redress of grievances	Grievances are redressed amicably. All aggrieved students, staff and others may approach to the Internal Committee of the institution in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal. <b>Detail of Internal Complaint Committee of the Sexual Harassment of women at workplace and Student Complaint Redressal Committee is given under 1.3.1 (above).</b>
1.5	<b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b>	
1.5.1	Title and nature of the record/manual /instruction.	For discharging its function, the Institute follows “Society bye-laws”, “Rules and Regulations of the Society” and “Staff Regulation” as mentioned in the charter of the society. The Institute follows Recruitment & Promotion Rules amended time to time by the Ministry of Tourism, Govt. of India and adopted by Board of Governors of the society. In all other matters, Institute follows the Rules, Regulations and manuals etc. as applicable for the employees of autonomous body of Central Government. Rules and Regulations of the Society, Recruitment & Promotion Rules, bye-laws are available in the website and the link below: <b>IIT Act (1961)</b> with annexures of Institutes of Technology (Amendment) Act 1963, 1994, 2002, 2012): <a href="https://www.iitg.ac.in/rti/links/IITG_1961Act_14.08.2012_intranet_P1.pdf">https://www.iitg.ac.in/rti/links/IITG_1961Act_14.08.2012_intranet_P1.pdf</a> <b>IIT Act (1961)</b> with amendments of 1963, 1994, 2002, 2012 incorporated) (Not legally vetted, for information only): <a href="https://www.iitg.ac.in/rti/links/IITG_Act2012_14.08.2012_intranet_P2.pdf">https://www.iitg.ac.in/rti/links/IITG_Act2012_14.08.2012_intranet_P2.pdf</a> <b>Statutes IIT Guwahati:</b> <a href="https://www.iitg.ac.in/rti/links/IITG_Statutes.pdf">https://www.iitg.ac.in/rti/links/IITG_Statutes.pdf</a> <b>IIT Amendment Act (1994):</b> <a href="https://www.iitg.ac.in/rti/links/acts_statutes_iitamendmentact94.pdf">https://www.iitg.ac.in/rti/links/acts_statutes_iitamendmentact94.pdf</a> <b>Academic Ordinances:</b> <a href="https://www.iitg.ac.in/acad/academic_ordinance.php">https://www.iitg.ac.in/acad/academic_ordinance.php</a> <b>Guidelines for Incoming Students:</b> <a href="https://www.iitg.ac.in/aer/sites/default/files/file_upload/Students_Exchange_Programme.pdf">https://www.iitg.ac.in/aer/sites/default/files/file_upload/Students_Exchange_Programme.pdf</a> <b>Financial Assistance:</b> <a href="https://www.iitg.ac.in/iitg_page_details?page=10/financial-assistance">https://www.iitg.ac.in/iitg_page_details?page=10/financial-assistance</a> <b>Housing/Residence:</b> <a href="https://www.iitg.ac.in/iitg_page_details?page=7/housing">https://www.iitg.ac.in/iitg_page_details?page=7/housing</a> <b>TA &amp; DA Entitlement:</b> <a href="https://www.iitg.ac.in/rti/links/updatingPagesPdf/TADAEntitlement.pdf">https://www.iitg.ac.in/rti/links/updatingPagesPdf/TADAEntitlement.pdf</a>
1.5.2	List of Rules, regulations, instructions manuals and records.	
1.5.3	Acts/ Rules manuals etc.	
1.5.4	Transfer policy and transfer orders	
1.6	<b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>	

1.6.1	Categories of documents	In addition to documents detailed under 1.5.1 to 1.5.3 above, following additional documents are available for reference in respective offices and also on the institute website: <ul style="list-style-type: none"><li>▪ JEE Admission Brochure</li><li>▪ GATE Admission Brochure</li><li>▪ JAM Admission Brochure</li><li>▪ JMET Admission Brochure</li><li>▪ Telephone Directory</li><li>▪ Audit &amp; Annual Reports</li><li>▪ Research Projects</li><li>▪ R &amp; D Newsletters</li><li>▪ IIT Guwahati Newsletters</li></ul>
1.6.2	Custodian of documents/categories	Custodians of these documents/categories are the Registrar and respective HoDs/Section Incharges
1.7	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>	
1.7.1	Name of Boards, Council, Committee etc.	<b>Board of Governors:</b> <a href="https://www.iitg.ac.in/admstr?ct=board-of-governors">https://www.iitg.ac.in/admstr?ct=board-of-governors</a> <b>Senate:</b> <a href="https://www.iitg.ac.in/admstr?ct=senate">https://www.iitg.ac.in/admstr?ct=senate</a> <b>Finance Committee:</b> <a href="https://www.iitg.ac.in/admstr?ct=finance-committee">https://www.iitg.ac.in/admstr?ct=finance-committee</a> <b>Building &amp; Works Committee:</b> <a href="https://www.iitg.ac.in/admstr?ct=building-and-works-committee">https://www.iitg.ac.in/admstr?ct=building-and-works-committee</a> <b>Internal Complaint Committee:</b> <a href="https://www.iitg.ac.in/iitgicc/">https://www.iitg.ac.in/iitgicc/</a>
1.7.2	Composition	
1.7.3	Dates from which constituted	
1.7.4	Term/ Tenure	
1.7.5	Powers and functions	It is as per <b>MoA</b> :
1.7.6	Whether their meetings are open to the public?	The meetings are open only for members.
1.7.7	Whether the minutes of the meetings are open to the public?	Minutes are open to public and available at: <a href="https://www.iitg.ac.in/iitg_minutes_all?mnt=OUVxeENOTG1udnU1c0ZqYldBeDhUQT09">https://www.iitg.ac.in/iitg_minutes_all?mnt=OUVxeENOTG1udnU1c0ZqYldBeDhUQT09</a>
1.7.8	Place where the minutes if open to the public are available?	It available at: <a href="https://www.iitg.ac.in/iitg_minutes_all?mnt=OUVxeENOTG1udnU1c0ZqYldBeDhUQT09">https://www.iitg.ac.in/iitg_minutes_all?mnt=OUVxeENOTG1udnU1c0ZqYldBeDhUQT09</a>
1.8	<b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>	
1.8.1	Name and designation	Employee detail is available at: <a href="https://www.iitg.ac.in/phones/">https://www.iitg.ac.in/phones/</a>
1.8.2	Telephone, fax and email ID	
1.9	<b>Monthly Remuneration received by officers &amp; employees including system of compensation [Section 4(1) (b) (x)]</b>	
1.9.1	List of employees with Gross monthly remuneration	It is available at: <a href="https://www.iitg.ac.in/rti/links/PayStructureofInstituteStaff310714.pdf">https://www.iitg.ac.in/rti/links/PayStructureofInstituteStaff310714.pdf</a>
1.9.2	System of compensation as provided in its regulations	Employees of <b>Indian Institute of Technology (IIT), Guwahati</b> are entitled for LTC, Leave Encashment, Medical Benefit, Gratuity, Provident Fund, House Building Loan, Vehicle Loan and Pension Benefits, etc.
1.10	<b>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</b>	
1.10.1	Name and Designation of the Public Information Officer (PIO), Assistant Public	a. Sh. Pranab Borgohain, CPIO and Assistant Registrar, Indian Institute of Technology, Guwahati (Assam); <a href="mailto:pio@iitg.ac.in">pio@iitg.ac.in</a> ; 0361-258-2048 b. Prof. G. Krishnamoorthy, FAA and Registrar Incharge, Indian Institute

	Information Officer (APIO) & Appellate Authority	of Technology, Guwahati; <a href="mailto:registrar@iitg.ac.in">registrar@iitg.ac.in</a> ; 0361-258-2048
1.10.2	Address, telephone numbers & email ID of each designated official.	
1.11	<b>No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</b>	
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	
1.11.2	(ii) Finalized for Minor penalty or major penalty proceedings	
1.12	<b>Programmes to advance understanding of RTI (Section 26)</b>	
1.12.1	Educational programmes	There is a separate Room/Office for RTI Cell to handle these matters at <b>Indian Institute of Technology (IIT), Guwahati</b> . The institute organizes RTI Awareness Programmes for employees & students from time to time. Last year, the CPIO arranged one Session on RTI on 11.08.2023. A talk organized by the institute for faculty & staff is detailed at: <a href="https://www.iitg.ac.in/rti/links/updatingPagesPdf/TalkonRTL.pdf">https://www.iitg.ac.in/rti/links/updatingPagesPdf/TalkonRTL.pdf</a>
1.12.2	Efforts to encourage public authority to participate in these programmes	<b>Indian Institute of Technology (IIT), Guwahati</b> issues circulars/ emails to employees for participating in the RTI programmes. The Circulars and Notifications received from Central Information Commission from time to time are also shared and made available to the employees.
1.12.3	Training of CPIO/APIO	
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	<b>Indian Institute of Technology (IIT), Guwahati</b> updates & published Guidelines on RTI on regular intervals and it was last updated in the website on 26.09.2024
1.13	<b>Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]</b>	
1.13.1	Transfer Policy and Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013]	Since <b>Indian Institute of Technology (IIT), Guwahati</b> is an autonomous body, none of the non-teaching staff has been transferred. No Internal transfers were made during the 2023-24.
2	<b>Budget and Programme</b>	
2.1	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section4(1)(b)(xi)]</b>	
2.1.1	Total Budget for the public authority	Budget Allocated is given at: <a href="https://www.iitg.ac.in/rti/updatingPages/BudgetAllocated.htm">https://www.iitg.ac.in/rti/updatingPages/BudgetAllocated.htm</a>
2.1.2	Budget for each agency and plan & programmes	The budget is proposed by the HoD/Section Incharge based on their requirement which is then evaluated by the institute level committee and finally submitted to Finance Committee and BoGs for consideration and approval. The activities approved by the BoGs are carried out and budget allocated for activities are utilized by the department.
2.1.3	Proposed expenditures	
2.1.4	Revised budget for each agency, if any	
2.1.5	Report on disbursements made and place where the related reports are available	Report on disbursements made is available in Audit and Annual Reports: <a href="https://www.iitg.ac.in/report/reports.php">https://www.iitg.ac.in/report/reports.php</a>
2.2	<b>Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)</b>	

2.2.1	Budget	There is no separate Budget for Foreign and domestic tours. It is met out of General Budget as detailed under 2.1.1 above.
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Govt. and above, as well as the heads of the Department. (a) Places visited. (b) The period of visit. (c) The number of members in the official delegation. (d) Expenditure on the visit.	
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon. (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above- and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	Details about Tenders is given here:  <b>Procurement:</b> <a href="https://www.iitg.ac.in/rti/links/IITG_PURCHASE_MANUAL_2013.pdf">https://www.iitg.ac.in/rti/links/IITG_PURCHASE_MANUAL_2013.pdf</a>
2.3	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>	
2.3.1	Name of the programme of activity	Not Applicable as <b>Indian Institute of Technology (IIT), Guwahati</b> does not offer Subsidy Programme
2.3.2	Objective of the programme	
2.3.3	Procedure to avail benefits	
2.3.4	Duration of the programme/ scheme	
2.3.5	Physical and financial targets of the programme	
2.3.6	Nature/ scale of subsidy /amount allotted	
2.3.7	Eligibility criteria for grant of subsidy	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc.)	
2.4	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]</b>	
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable as <b>Indian Institute of Technology (IIT), Guwahati</b> does not allocate any Discretionary and non-discretionary grants/ State Govt./ NGOs/other institutions
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	
2.5	<b>Particulars of recipients of concessions, permits of authorizations granted by the public</b>	

	<b>authority[Section 4(1) (b) (xiii)]</b>	
2.5.1	Concessions, permits or authorizations granted by public authority	Not Applicable as <b>Indian Institute of Technology (IIT), Guwahati</b> does not provide Concessions, permits or authorizations.
2.5.2	For each concession, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations	
2.6	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]</b>	
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	It is available in Audit and Annual Reports: <a href="https://www.iitg.ac.in/report/reports.php">https://www.iitg.ac.in/report/reports.php</a>
3.	<b>Publicity Band Public Interface</b>	
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	<b>IIT Act (1961)</b> with annexures of Institutes of Technology (Amendment) Act 1963, 1994, 2002, 2012): <a href="https://www.iitg.ac.in/rti/links/IITG_1961Act_14.08.2012_intranet_P1.pdf">https://www.iitg.ac.in/rti/links/IITG_1961Act_14.08.2012_intranet_P1.pdf</a> <b>IIT Act (1961)</b> with amendments of 1963, 1994, 2002, 2012 incorporated) (Not legally vetted, for information only): <a href="https://www.iitg.ac.in/rti/links/IITG_Act2012_14.08.2012_intranet_P2.pdf">https://www.iitg.ac.in/rti/links/IITG_Act2012_14.08.2012_intranet_P2.pdf</a> <b>Statutes IIT Guwahati:</b> <a href="https://www.iitg.ac.in/rti/links/IITG_Statutes.pdf">https://www.iitg.ac.in/rti/links/IITG_Statutes.pdf</a> <b>IIT Amendment Act (1994):</b> <a href="https://www.iitg.ac.in/rti/links/acts_statutes_iitamendmentact94.pdf">https://www.iitg.ac.in/rti/links/acts_statutes_iitamendmentact94.pdf</a> <b>Minutes of BoGs Meeting:</b> <a href="https://www.iitg.ac.in/iitg_minutes_all?mnt=OUVxeENOTG1udnU1c0ZqYldBeDhUQT09">https://www.iitg.ac.in/iitg_minutes_all?mnt=OUVxeENOTG1udnU1c0ZqYldBeDhUQT09</a> <b>Audit &amp; Annual Reports:</b> <a href="https://www.iitg.ac.in/report/reports.php">https://www.iitg.ac.in/report/reports.php</a> <b>Academic Calendar:</b> <a href="https://iitg.ac.in/acad/academic_calendar.php">https://iitg.ac.in/acad/academic_calendar.php</a> <b>Academic Ordinances:</b> <a href="https://www.iitg.ac.in/acad/academic_ordinance.php">https://www.iitg.ac.in/acad/academic_ordinance.php</a> <b>MoUs:</b> <a href="https://www.iitg.ac.in/aer/all_country">https://www.iitg.ac.in/aer/all_country</a> <b>Art of an Institute:</b> <a href="https://www.iitg.ac.in/pdf/1cce6316f0ff22105a7e4f589ed65796-12-21-46A.pdf">https://www.iitg.ac.in/pdf/1cce6316f0ff22105a7e4f589ed65796-12-21-46A.pdf</a> <b>Data for NIRF:</b> <a href="https://www.iitg.ac.in/nirf/">https://www.iitg.ac.in/nirf/</a> <b>IITG Newsletter:</b> <a href="https://www.iitg.ac.in/iitg_newsletter">https://www.iitg.ac.in/iitg_newsletter</a> <b>Internal Complaint Committee:</b> <a href="https://www.iitg.ac.in/iitgicc/">https://www.iitg.ac.in/iitgicc/</a> <b>Financial Assistance:</b> <a href="https://www.iitg.ac.in/iitg_page_details?page=10/financial-assistance">https://www.iitg.ac.in/iitg_page_details?page=10/financial-assistance</a> <b>Campus Life:</b> <a href="https://www.iitg.ac.in/iitg_page_details?page=8/campus-life">https://www.iitg.ac.in/iitg_page_details?page=8/campus-life</a> <b>Housing/Residence:</b> <a href="https://www.iitg.ac.in/iitg_page_details?page=7/housing">https://www.iitg.ac.in/iitg_page_details?page=7/housing</a> <b>Guidelines for Incoming Students:</b> <a href="https://www.iitg.ac.in/aer/sites/default/files/file_upload/Students_Exchange_Programme.pdf">https://www.iitg.ac.in/aer/sites/default/files/file_upload/Students_Exchange_Programme.pdf</a>

		<b>Citizen Centric Administration - the Heart of Governance:</b> <a href="https://www.iitg.ac.in/cca/">https://www.iitg.ac.in/cca/</a> <b>Equal Opportunity Cum Special Reservation Cell:</b> <a href="https://www.iitg.ac.in/eo/">https://www.iitg.ac.in/eo/</a> <b>TA &amp; DA Entitlement:</b> <a href="https://www.iitg.ac.in/rti/links/UpdatingPagesPdf/TADAEntitlement.pdf">https://www.iitg.ac.in/rti/links/UpdatingPagesPdf/TADAEntitlement.pdf</a> <b>Resources &amp; Other units</b> are detailed out under the link: Resources
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	<p>The Institute needs support, cooperation and suggestions of citizens of the country. Thus, the institute encourages public participation and guidance through members representing them in Council and Board. The Board of Governors of <b>Indian Institute of Technology (IIT), Guwahati</b> comprising of one Chairman, Director, Ex-officio, four persons nominated by IIT Council, one member nominated by the Government of each of the states comprising the zone (in which the institute is situated), two professors nominated by the Senate and the Registrar as Secretary, Ex-officio, contribute their inputs in the policy and guidance to the Board of Governors of the <b>Indian Institute of Technology (IIT), Guwahati</b>. The members are: (a)</p> <p>Day &amp; time allotted for visitors: From 09.30AM to 05.00PM  Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants: Sh. Naresh Kumar Khemani, ACPIO and I/c. Accountant</p>
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	Not Applicable
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	
3.1.5	Public- private partnerships (PPP)- Concession agreements	
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	
3.1.9	Public- private partnerships (PPP) - Information relating to outputs and outcomes	
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	
3.1.11	Public- private partnerships (PPP) - All payment made	

	under the PPP project	
3.2	<b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>	
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	Detail is given under 3.1.1 above
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	
<b>3.3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>	
3.3.1	Use of the most effective means of communication - Internet (website)	Website of <b>Indian Institute of Technology (IIT), Guwahati:</b> <a href="https://www.iitg.ac.in/">https://www.iitg.ac.in/</a> ;
<b>3.4</b>	<b>Form of accessibility of information manual/ handbook [Section 4(1)(b)]</b>	
3.4.1	Information manual/handbook available in Electronic format	Yes, it is available in the website of <b>Indian Institute of Technology (IIT), Guwahati:</b> ( <a href="https://www.iitg.ac.in/">https://www.iitg.ac.in/</a> )
3.4.2	Information manual/handbook available in Printed format	Yes, the printed format of Information manual/handbook is available in the office of FAA/CPIO/APIO
<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>	
3.5.1	List of materials available Free of cost	Detail is given under 3.1.1 above. These documents are available free of cost from the website.
3.5.2	List of materials available at a reasonable cost of the medium	The certified copy of the above listed material can be obtained by citizen by paying reasonable fee as per RTI Act, 2005.
<b>4</b>	<b>E-Governance</b>	
<b>4.1</b>	<b>Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]</b>	
4.1.1	English	Yes, it is uploaded in the website ()
4.1.2	Vernacular/ Local Language	
<b>4.2</b>	<b>When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]</b>	
4.2.1	Last date of Annual updation	207.08.2024
<b>4.3</b>	<b>Information available in electronic form [Section 4(1)(b)(xiv)]</b>	
4.3.1	Details of information available in electronic form	Detail of Information is made available under 3.1.1 above. The information can be accessed at the organization’s website: <a href="https://www.iitg.ac.in/">https://www.iitg.ac.in/</a> ;
4.3.2	Name/ title of the document/record/ other information	

4.3.3	Location where available	
<b>4.4</b>	<b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b>	
4.4.1	Name & location of the facility	There is RTI Cell at the <b>Indian Institute of Technology (IIT), Guwahati</b> . Information pertaining to activities dealt by the Indian Institute of Technology (IIT), Guwahati is provided to the users who demand the information. Office Address: <b>Indian Institute of Technology (IIT), Guwahati</b> . The information is also uploaded on the website of the institute, i.e., <a href="https://www.iitg.ac.in/">https://www.iitg.ac.in/</a> for general reference.
4.4.2	Details of information made available	As listed under 3.5.1 above; Interested people can visit the website for desired information. If the required information is not available on the website they can send email to CPIO at email id: <a href="mailto:pio@iitg.ac.in">pio@iitg.ac.in</a> seeking the required information as per RTI Act, 2005. If the required information is available, same shall be provided within prescribed time as per act. Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 (Act) may make a request preferably in the application format in writing or through electronic means to the Public Information Officer/Assistant Public Information Officer.
4.4.2	Working hours of the facility	9.00AM to 5.30PM
4.4.3	Contact person & contact details (Phone, fax email)	
<b>4.5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>	
4.5.1	Grievance Redressal Mechanism	Grievances are redressed amicably. All aggrieved students, staff and others may approach to the Internal Committee of the institution in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal. <b>Detail of Internal Complaint Committee of the Sexual Harassment of women at workplace and Student Complaint Redressal Committee is given under 1.3.1 (above).</b>
4.5.2	Details of applications received under RTI and information provided	It is available at: <a href="https://www.iitg.ac.in/rti/updatingPages/rtiReplies.html">https://www.iitg.ac.in/rti/updatingPages/rtiReplies.html</a>
4.5.3	List of completed schemes/ projects/ Programmes	
4.5.4	List of schemes/ projects/ programme underway	
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	<b>Indian Institute of Technology (IIT), Guwahati</b> is procuring most of the services, goods from Government e Marketplace (GeM) and Central Public Procurement Portal (CPPP) which is publicly accessible to all the individuals.  <b>Tenders: Procurement:</b> <a href="https://www.iitg.ac.in/rti/links/IITG_PURCHASE_MANUAL_2013.pdf">https://www.iitg.ac.in/rti/links/IITG_PURCHASE_MANUAL_2013.pdf</a>
4.5.6	Annual Report	It is available at: <a href="https://www.iitg.ac.in/report/reports.php">https://www.iitg.ac.in/report/reports.php</a>
4.5.7	Frequently Asked Question (FAQs)	Annexure – II
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result	A Citizens' Charter represents the commitment of the institute towards standard, quality and time frame of service delivery, grievance redress mechanism, transparency and accountability. As such the key components

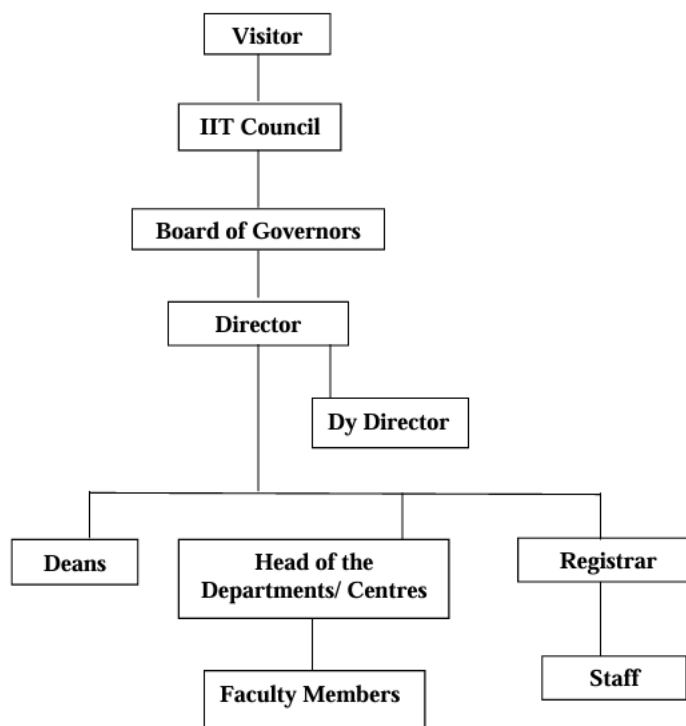
	Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	of a meaningful Citizen's Charter are clear statement of Vision and Mission Statements, Programmes and Activities, Client Groups/Stakeholders, Specification of Time Frame for each service being rendered by the institute.
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	
4.6.1	Details of applications received and disposed	It is available at: <a href="https://www.iitg.ac.in/rti/updatingPages/rtiReplies.html">https://www.iitg.ac.in/rti/updatingPages/rtiReplies.html</a>
4.6.2	Details of appeals received and orders issued	
4.7	Replies to questions asked in the Parliament [Section 4(1)(d)(2)]	
4.7.1	Details of questions asked and replies given in the Parliament	
5	Information as may be prescribed	
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAsfrom 1.1.2015	<b>Current CPIO &amp; FAA:</b> a. Sh. Pranab Borgohain, CPIO and Assistant Registrar, Indian Institute of Technology, Guwahati (Assam); <a href="mailto:pio@iitg.ac.in">pio@iitg.ac.in</a> ; 0361-258-2048 b. Prof. G. Krishnamoorthy, FAA and Registrar Incharge, Indian Institute of Technology, Guwahati; <a href="mailto:registrar@iitg.ac.in">registrar@iitg.ac.in</a> ; 0361-258-2016 <b>Earlier CPIO &amp; FAA:</b> Earlier CPIOs and FAAs are given here: <b>CPIO:</b> <a href="https://www.iitg.ac.in/rti/links/Details%20of%20present%20and%20previous%20CPIO.pdf">https://www.iitg.ac.in/rti/links/Details%20of%20present%20and%20previous%20CPIO.pdf</a> <b>FAA:</b> <a href="https://www.iitg.ac.in/rti/links/Details%20of%20present%20and%20previous%20FAA.pdf">https://www.iitg.ac.in/rti/links/Details%20of%20present%20and%20previous%20FAA.pdf</a>
5.1.2	Details of Third Party audit of voluntary disclosure -(a) Dates of audit carried out, (b) Report of the audit carried out	Third Party Audit of <b>Indian Institute of Technology (IIT), Guwahati</b> is being carried out for the first time by NITTTR, Chandigarh for the year 2023-24.
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD - (a) Date of appointment, (b) Name & Designation of the officers	
5.1.4	Consultancy Committee of key stake holders for advice on Suo-Motu Disclosure - (a) Dates from which constituted, (b) Name & Designation ofthe officers	
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name& Designation of the	

	Officers	
<b>6</b>	<b>Information Disclosed on own Initiative</b>	
<b>6.1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>	
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Item / information, is disclosed in the website of <b>Indian Institute of Technology (IIT), Guwahati</b> which is updated on regular intervals ( <a href="https://www.iitg.ac.in/">https://www.iitg.ac.in/</a> )
<b>6.2</b>	<b>Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances &amp; Pensions</b>	
6.2.1	Whether STQC certification obtained and its validity	Not yet obtained
6.2.2	Does the website show the certificate on the Website?	Same as above

# Indian Institute of Technology (IIT), Guwahati

## Annexure – I

### Organizational Chart/Structure



## **Annexure – II**

### **Frequently Asked Question (FAQs)**

#### **A. RTI Related FAQs**

##### **Q.1. What is Information?**

Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

##### **Q.2. What is a Public Authority?**

A "public authority" is any authority or body or institution of self government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government organizations substantially financed by the Central Government or a State Government also fall within the definition of public authority. The financing of the body or the NGO by the Government may be direct or indirect.

##### **Q.3 What is a Public Information Officer?**

Public authorities have designated some of its officers as Public Information Officer. They are responsible to give information to a person who seeks information under the RTI Act.

##### **Q.4. What is the Fee for Seeking Information from Central Government Public Authorities?**

A person who desires to seek some information from a Central Government Public Authority is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the Accounts Officer of the public authority or to the Assistant Public Information Officer against proper receipt. However, the RTI Fee and the mode of payment may vary as under Section 27 and Section 28, of the RTI Act, 2005 the appropriate Government and the competent authority, respectively, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

##### **Q.5. What is the Fee for the BPL applicant for Seeking Information?**

If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim to belong to the below poverty line.

##### **Q.6. Is there any specific Format of Application?**

There is no prescribed format of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

**Q.7. Is it required to give any reason for seeking information?**

The information seeker is not required to give reasons for seeking information.

**Q.8. Is there any provision for exemption from Disclosure of Information?**

Sub-section (1) of section 8 and section 9 of the Act enumerate the types of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information exempted under sub-section 3 (1) or exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure overweighs the harm to the protected interest.

**Q.9. Is there any assistance available to the Applicant for filing RTI application?**

If a person is unable to make a request in writing, he may seek the help of the Public Information Officer to write his application and the Public Information Officer should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer, shall provide such assistance to the person as may be appropriate for inspection.

**Q.10. What is the Time Period for Supply of Information?**

In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

**Q.11. Is there any provision of Appeal under the RTI Act?**

If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the Public Information Officer. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

**Q.12. Is there any scope for second appeal under the RTI Act?**

If the first appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the Central Information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant.

**Q.13. Whether Complaints can be made under this Act? If yes, under what conditions?**

If any person is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information, he can make a complaint to the Information Commission.

**Q.14. What is Third Party Information?**

Third party in relation to the Act means a person other than the citizen who has made request for information. The definition of third party includes a public authority other than the public authority to whom the request has been made.

**Q.15. What is the Method of Seeking Information?**

A citizen who desires to obtain any information under the Act, should make an application to the Public Information Officer of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. He should make payment of application fee at the time of submitting the application as prescribed in the Fee Rules.

**Q.16. Is there any organization(s) exempt from providing information under RTI Act?**

Yes, certain intelligence and security organizations specified in the Second Schedule, are exempted from providing information excepting the information pertaining to the allegations of corruption and human rights violations. Courtesy – Guide on Right to Information Act, 2005 issued by the department of personnel and training Ministry of Personnel, Public Grievances and Pension Government of India.