**For Office Use Only**

Date of Receipt :

Application ID :

File Number :

**Application Under Right To Information Act 2005**

**To:**

**Public Information Officer**

**C/O IIT Guwahati**

**Guwahati – 781 039**

**Sir,**

***Sub: Information Sought Under Right to Information Act of 2005***

As per the Right to Information Act 2005, I request for information pertaining to **Rules and Regulations to be followed in IITG hostels.** Particulars of the application as under (1 to 3):

1. **Details of the applicant:**
	1. Name :
	2. Communication Address :

* 1. Phone :
	2. Email :
1. **Information Sought:**

Details of the information sought are as under (a-:

* 1. **(Information No.1)** Please provide me a certified copy of rules and regulations that are to be followed by male student in IITG Hostels.

**FYI:** These information could be made available to public as per section 4(1),(2),(3) of RTI Act 2005.

* 1. **(Information No.2)** Please provide me a certified copy of rules and regulations that are to be followed by female students in IITG hostels.

**FYI:** These information could be made available to public as per section 4(1),(2),(3) of RTI Act 2005.

* 1. **(Information No.3)** In case, if the above information a & b are not available please inform me of the reasons for not maintaining them.
	2. **(Information No.4)** Please inform me of the mode of communication of rules & regulations to hostel students.
	3. **(Information No.5)** Please provide me with certified copies of last 5 rules and regulations for male students in IITG Hostel.
	4. **(Information No.6)** Please provide me with certified copies of last 5 rules and regulations for female students in IITG Hostel.
	5. **(Information No.7)** Please inform me of the basis/necessity for revising the above said rules ( e & f).
	6. **(Information No.8)** Please inform me of the mode of communication for each revision in above said policies( e & f). Also, inform me of the date it was communicated, along with name & designation of the officer who communicated it.
	7. **(Information No.9)** Please provide me with the list of students who deviated from the rules and regulations in the last THREE YEARS. Also, please inform me of the disciplinary action that was taken. The requested information can be provided in a tabular format with following columns:

“Year”,“Course”,“Name of Student”OR”Roll No”,“Noncompliance committed” and “Details of Disciplinary Action”

* 1. **(Information No.10)** Please inform me of the Name, Designation and Office address of the **First Appellate Authority.** Also, please inform me of the details of fees to be paid for First Appeal.

I request you to follow Section 7(3) of the RTI Act 2005 for providing information / providing with photocopies of supporting documents related to the information requested above.

1. **Application Fee Details:**

**Encl.** Application Fee of **Rs 10/-** by IPO No. **\_\_\_\_\_\_\_\_,** dt. **\_\_\_\_\_\_\_\_\_**, PAY TO: **Accounts Officer, IITG** payable at **Guwahati.**

**Below ( A – E ) are for your kind information and consideration:**

1. If all/part of the information sought in Section 2 of this application is held by or related to another public authority, I request you follow Section 6(3) of the RTI Act 2005 to transfer the application or such part of it as may be appropriate to that other public authority within five days of the receipt of this application and, provide an intimation on the same.
2. As prescribed under Section 7(1) of the RTI Act 2005, I request you to provide the information sought within 30-day period of receipt of the application.
3. As prescribed under Section 10(1) of the RTI Act 2005, in situation when the whole information cannot be provided, I request you to provide only the part of information that can be given according to the RTI Act 2005. In such case, the certified copies of the laws /bylaws /order /circular etc. shall be provided to me.
4. As per provisions of the RTI Act of 2005, I request you to provide your details such as Name and Designation and Office address for further communications, if required.
5. Information can be denied only u/s 8 or 9 as mandated in section 7.1 of RTI Act. I also append below extracts from CIC decisions:

**A] “Through this Order the Commission now wants to send the message loud and clear that quoting provisions of Section 8 of the RTI Act ad libitum to deny the information requested for, by CPIOs/Appellate Authorities without giving any justification or grounds as to how these provisions are applicable is simply unacceptable and clearly amounts to malafide denial of legitimate information attracting penalties under section 20(1) of the Act.”CIC/OK/A/2006/00163 dated 7 July, 2006.**

**DECLARATION**

I declare that I am a citizen of India. I assure you that I shall not allow/ cause to use/ pass/share/display/ or circulate the information received in any case and under any circumstances, with any person or in any manner which would be detrimental to the Unity and Sovereignty or against the Interest of India.

|  |  |
| --- | --- |
| **Date: January 27, 2012****Place:**  | **( Your Name)****Signature of the applicant** |

**Encl.:**

1. **IPO No.,** dt.