**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 **Operations and functioning of Library in IITG .** 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)** Against each of the course offered in IITG, please provide the list of textbooks and the number of copies of the textbook in the Central Library and in the departmental library of the department offering the course. This information may be preferably provided in a tabular format:

***Column 1****: Course Name*

***Column 2:*** *Name of the Department offering the course*

***Column 3:*** *List of textbooks*

***Column 4****: Number of copies in the central library (for each text book)*

***Column 5:*** *Number of copies in the departmental library (for each text book)*

* 1. **(Information No.2)** Please inform me of the total number of books available in each department library.
	2. **(Information No.3)** Please inform me of the current Ratio of textbook to
	the number of students**.**
	3. **(Information No.4)** Please provide me with certified copies of Minutes of Meeting related to administration of Central Library & Department Library.
	4. **(Information No.5)** Please provide with certified copy of policy/guidelines used by both departmental library and the central library to procure books.
	5. **(Information No.6)** 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.**

Additional fee for above information can be deposited on request.

**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.