

Right to Information Disclosure

The Right to information Act, 2005 has been enacted by the Parliament and has come into force from 15th June, 2005. This Act provides for right to information for citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of every public authority.

Private institutes being a private entity is not covered under RTI Act directly, but as per the Central Information Commission any information with the government relating to the regulation and management of the private schools / colleges are covered under RTI Act. Hence it means that a citizen cannot directly file an RTI application to private school / college but can file an application for information to the government authority under which it is registered or to the government department which controls it.

NIPS Institute of Hotel Management has formed the RTI cell as per the norms.

Appellate Authority

Director, NIPS Institute of Hotel Management

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Institute Information Officer

Mr. Ranabir Ray

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Assistant Institute Information Officer

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Right to Information

*To,
The Institute Information Officer,
NIPS Institute of Hotel Management
MB 297, Mahishbathan
Salt Lake City, Sector- V
Kolkata-700102*

Subject: Application for Information

Particular of information required:

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Applicant Name:

Father's/Guardian's Name:

Category (SC/ST/OBC):

Postal Address

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Phone/Mobile No:

E-mail ID:

Signature of Applicant

Date:

Place:

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 Institute Information Officer or Assistant Institute Information Officer?

They are the official responsible to give information to a person who seeks information under the RTI Act.

Q.3. What is the fee for seeking information from the Institute Authorities?

A person who desires to seek some information from the Institute 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 institute 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 institute 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.4. Is there any specific Format of Application?

There is an Application Format for seeking information. The form is available in the website. The application can also be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

Q.5. Is it required to give any reason for seeking information?

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

Q.6. 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 (1) or exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure outweighs the harm to the protected interest.

Q.7. Is there any assistance available to the Applicant for filling RTI Application?

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

Q.8. 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 written application by the authority. In case the application is sent to a wrong address or to a wrong person, five days shall be added to the period of thirty days.

Q.9. What is the method of seeking information?

A citizen who desires to obtain any information under the Act, should make an application to the Institute Information Officer 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.10. Is there any provision or scope of Appeal?

If an applicant is not supplied information within the prescribed time of thirty days or is not satisfied with the information furnished to him, he may prefer an appeal to the appellate authority. The appellate 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.