

CENTRAL TOOL ROOM & TRAINING CENTRE, BHUBANESWAR.

**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR
OBTAINING INFORMATION**

(Under Section 4(1)(b)(xv) of Right to Information Act 2005).

CTTC, Bhubaneswar maintains an Information Facility Centre in Administration Department located at **B-36, Chandaka Industrial Area, Bhubaneswar 751024**. This Information Centre provides information on the services and activities of the organization. CTTC, Bhubaneswar also maintains its website which kept exist at www.cttc.gov.in.. It is exhibiting information relating to different training programmes being conducted.

In case information which shall not be available in website or Information Counter it can be sought by an application in the prescribed format. On receipt of the application an acknowledgement shall be issued to the applicant mentioning the date of receipt and period by which the information shall be provided. In case of rejection also the application shall be intimated giving the reasons thereof.

FORMS :

- I. Application for seeking information - **Form - A**
- II. Proforma for acknowledgement
- III. Proforma for Transfer of application - **Form - B**
- IV Proforma for rejection order and confirming - **Form - C**

Form 'A'
FORM OF APPLICATION FOR SEEKING INFORMATION
(See rule 3)

I.D.No _____

(For official use)

To

The Competent authority,
.....
.....

1. Name of the Applicant :
2. Address :
3. Particulars of information.
 - (a) Concerned department :
 - (b) Particulars of information required :
 - i)Details of information required :
 - ii)Period for which information asked for :
 - iii)Other details :

4. I state that the information sought does not fall within the restrictions contained in the Right to Information Act, 2005 and to the best of my knowledge it pertains to your office.

5. A fee of Rs. _____ has been deposited in the office of the Competent authority vide No _____ dated _____.

Place:.....

Signature of applicant

Date:.....

E-mail address, if any.....

Tel.No.(Office).....

Residence.....

ACKNOWLEDGEMENT OF APPLICATION

I.D.No _____

Dated: _____

1. Received an application in Form A from Shri/Ms. _____ resident of _____ under the Right to Information Act, 2005.
2. The information is proposed to be given normally within 30 days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact the Shri. _____ between 11A.M. to 1P.M.
4. In case the applicant fails to turn up on the scheduled date(s), the Competent Authority shall not be responsible for delay, if any.
5. The applicant shall have to deposit the balance fee, if any, with authorized person before collection of information.
6. The applicant may also consult Web-site of the department from time to time to ascertain the status of the application.

Signature and Stamp of the Authority
accepting the application.

E-mail address:

Web-site:.....

Tel.No.....

Dated:.....

FORM B
TRANSFER OF APPLICATION FORM

From _____

No.F. _____

Date: _____

To,

Dear Sir/Madam,

Please refer to your application; I.D. No. _____ dated _____ addressed to the undersigned regarding supply of information on _____.

2. The requested information does not fall within the jurisdiction of this competent Authority and, therefore, your application is being referred herewith to Shri _____

3. This is supersession of the acknowledgement given to your on _____.

Yours faithfully,

Competent Authority.

E-mail address:-----

Web-site:.....

Tel.No:.....

FORM 'C'
Rejection Order
(See rule 8 & 9)

From _____

No.F. _____

Dated: _____

To

Sir/Madam,

Please refer to your application I.D.No. _____ dated _____

Addressed to the undersigned regarding supply of information on :

2. The information asked for cannot be supplied due to following reasons:-

i).....

ii).....

3. As per Section 7(8) of Right to Information Act, 2005, you may file an appeal to the Appellate authority, within 30 days of the issue of this order.

Yours faithfully,

Competent Authority.

E-mail address:.....

Web-site:.....

Tel.No:.....