

# INDO GERMAN TOOL ROOM, AHMEDABAD

## PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

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

IGTR, Ahmedabad maintains an Information Facility Centre located Plot No. 5003, Phase - 4, GIDC, Vatva, Ahmedabad - 382445. This Information Centre provides information on the services and activities of the organization. IGTR, Ahmedabad also maintains its website which kept exist at <https://www.igtrahd.com/>. 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:

- Application for seeking information : **Form - A**
- Proforma for acknowledgement :
- Proforma for Transfer of application : **Form - B**
- 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:.....

Date:.....

Signature of applicant

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

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

Residence.....

# INDO GERMAN TOOL ROOM, AHMEDABAD

## 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. \_\_\_\_\_

To

Dated: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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:.....