

## **Right to Information Act, 2005**

**INTRODUCTION :** Ministry of Law & Justice, legislative department, published the RTI Act 2005, in the Gazette of India on 15th June 2005. The Objective of the act was to provide all the citizens access to information under the control of public authorities to facilitate & promote transparency and accountability in the working of institutions working under the Government.

Definitions under the Act are as under:-

Section 2 (f) - **“Information”** means :-

“any material in any form including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.”

Section 2 (i) - **“Records”** means:-

- (a) any document, manuscript and file;
- (b) any microfilm, microfiche and facsimile copy of a document;
- (c) any reproduction of image or images embodied in such microfilm(whether enlarged or not); and
- (d) any other material produced by a computer or any other device.

Section 2 (j) - **“Right to Information”** means:-

- (i) inspection of work, documents, records;
- (ii) taking notes, extracts or certified copies of documents or records;
- (iii) taking certified samples of material;
- (iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

### **PROCEDURE FOR RECEIVING INFORMATION (SERVICES**

**OFFERED)** : As per the provisions of RTI Act on receipt of applications the appropriate information is given to the applicant on receipt of application along with application fee. The application fee is paid in form of Demand Draft, Banker’s Cheque, On Demand Pay or Postal Order in favour of Principal, Punjab Government Dental College & Hospital, Amritsar to the tune of Rs. 10/- per application. The information is provided @ Rs. 2/- per page. The information is also given in terms of inspection of the documents within the provisions of Act. The maximum limit for providing information is within 30 days of receipt of application may also be extendable subject to quantum of information.

**APPEAL BY THE APPLICANT:** In case if the applicant is not satisfied with the information given by the PIO or the information is denied on account of exemption of information or any

other reason the applicant may make appeal to Appellate Authority within 30 days of the rejection of the application. The Appellate Authority and its address are given below:

The following Officers have been entrusted the responsibility of processing requests made under the Right to Information Act, 2005. The complete applications may be submitted to the office of the Principal Punjab Government Dental College & Hospital, Amritsar.

**APPELLATE AUTHORITY**

**Dr. Jeevan Lata,**  
**Principal,**  
**Punjab Government Dental College & Hospital, Amritsar 143 001**  
**Tel No.: +91-183-2223235**

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**PUBLIC INFORMATION OFFICER**

**Dr. Kusum Dutta,**  
**Professor**  
**Punjab Government Dental College & Hospital,**  
**Amritsar 143 001**  
**Mobile No.: +91-9356469511**

**ASSISTANT PUBLIC INFORMATION OFFICER**

**Dr. Rajiv Kumar,**  
**Professor**  
**Punjab Government Dental College & Hospital,**  
**Amritsar 143 001**  
**Mobile No.: +919888397823**