

Procedure to be followed to access Information

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| Act | : | Right to Information Act No. 12 of 2016 |
| Orders | : | Gazette Extra Ordinary No. 2004/66 dated 3rd February 2017 |
| Public Authority | : | Ministry of Public Administration and Management and affiliated institutions |
| Act and orders | : | Can be downloaded from www.documents.gov.lk |

Request for information can be made to the Information Officer mentioned in the Act using application No. RTI1 in order to obtain information in relation to the Ministry of Public Administration and Management under the above Act. Submission of this application is not compulsory.

Information Officer

Name : **Mrs. Priyanka Perera**
Designation : Senior Assistant Secretary
Address : 354/2, "Nipunatha Piyasa", Elvitigala Mawatha, Narahenpita, Colombo 05.
Contact No : +94 112 136 545
Fax : +94 112 596 978
Email : sas@skillsmin.gov.lk

Applying for Information

1. Submit application No. RTI1, letter or make a verbal request to the Information Officer for obtaining necessary information and obtain an acknowledgement.
2. You will be informed as expeditiously as possible and in any case within fourteen days whether the information requested by you can/ cannot be provided.
3. In case when it is decided to issue the information requested, you will be informed the charges determined by the Commission, if such charge should be paid. You will be provided with the information requested within fourteen days on payment of a prescribed charge, if it is necessary or free of charge.
4. In case where it is difficult to provide information requested within fourteen days, after paying the prescribed charges, the Information Officer will provide you the information requested within an additional period not exceeding 21 days informing the reasons for the extension of the time frame
5. Where the request for information concerns the life and personal liberty of the citizen, the response to it shall be made within forty-eight hours of the receipt of the request

6. If you are not satisfied regarding the following responses you receive for your request for information, kindly note to submit an appeal to the following officer within fourteen days

- refusing a request made for information
- refusing access to the information on the ground that such information is exempted from being granted under section 5
- non- compliance with time frames specified by this Act
- granting of incomplete, misleading or false information
- charging an excessive fees
- the refusal of the information officer to provide information in the form requested
- the citizen requesting having reasonable grounds to believe that information has been deformed, destroyed or misplaced to prevent such citizen from having access to the information