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The Gazette of the Democratic Socialist Republic of Sri Lanka
EXTRAORDINARY

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PART I : SECTION (I) — GENERAL
Government Notifications

RIGHT TO INFORMATION ACT, No. 12 OF 2016

Rules

IN terms of powers vested me under sub section 02 of the section 42 of the Right to Information Act, No. 12 of 2016, it is hereby, declared approval of the rules, published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No 2004/66 – 03rd February 2017 with following amendment, made by the Right to Information Commission under the powers of the Section 42 of the above Act.

GAYANTHA KARUNATHILAKE,
Minister of Parliamentary Reforms and Mass Media.

At the Ministry of Parliamentary Reforms and Mass Media,
No.163, Kirulapone Mawatha,
Polhengoda,
Colombo 05,
6th February 2017.

Amendment

1. By repeal the subsection II (b) of the section 4 of the rules and substitution, therefore the following subsection

(b) Rs. 4/- (one side) and 8/- (both sides) of one paper for the information provided on paper that is Legal size (21.59 cm x 35.56 cm) and up to A3 (29.7 cm x 42 cm)

2. By repeal the annexure No 1 to 5 of the rules after the section 33 and substitution therefore the following annexure.



- [illegible]

16. Information Requested on Appeal (Details, Duration, and Subject):.....
 17. Decision requested:
 18. If the Appeal has not been submitted within the specified time period, cause of delay [Section 32(2)]:.....
 19. Whether any previous Appeal in respect of this same matter has been preferred to the Commission?
 20. Any other details (including if the request for information concerns the life and liberty of a citizen) :

 21. List of the Documents attached :

Date:

Signature:

Annexure 2

Register of Appeals

| <i>Appeal No.</i> | <i>Date Appeal Registered</i> | <i>Name & Address of Appellant</i> | <i>Name & Designation of the Information Officer to whom a request was made under s. 24 of the Act</i> | <i>Name & Designation of Designated Officer to whom appeal was made under s. 31 of the Act</i> | <i>Date of decision & Decision of information Officer</i> | <i>Date of Decision & Decision of Designated Officer</i> | <i>Name of Commissioner/s examining the Appeal</i> | <i>Remarks</i> |
|-------------------|-------------------------------|--|--|--|---|--|--|----------------|
| | | | | | | | | |

Annexure 3

Register of Deficient Appeals to the RTI Commission

| <i>Appeal No.</i> | <i>Date of Receipt of Defective Appeal</i> | <i>Name & Address of Appellant</i> | <i>Brief description of defect in the appeal as pointed out to Appellant</i> | <i>Date of return of Appeal</i> | <i>Mode of return of Appeal</i> | <i>Remarks</i> |
|-------------------|--|--|--|---------------------------------|---------------------------------|----------------|
| | | | | | | |

Annexure 4

Right to Information Commission

Notice to the Appellant

Appeal Registration Number:

.....

Vs.

.....

From: Right to Information Commission,
Colombo.

To:

.....

.....

Whereas an appeal has been presented by..... resident of
(address) and has been registered in this Commission as above;

And whereas the aforesaid appeal is being considered/heard by the Commission at (location of hearing)

And whereas consideration/hearing on the aforesaid appeal shall be conducted on theof.....,20.....

Now therefore it is hereby ordered as under; (Note: Delete from the below that portion which is not applicable):

- You are summoned to appear before the aforesaid Information Commissioner/s in person (or through an authorized representative) or through video-conferencing (if the facility is available), on the aforesaid date of hearing atam/pm (time) to participate in the hearing on the above appeal under Rule 20 of the Commission's Rules on Appeals. You are directed to file your Written Submissions (if any) before the Commission at least seven days before the aforesaid date of hearing. The relevant Public Authority and/or any relevant third party(ies) have been directed to serve their statement of objections and/or other documentation relied on to you within seven days of being notified of the same by the Commission.
- The appeal will be heard by way of documentary proceedings under Rule 19 of the Commission's Rules on Appeals. You are directed to submit the Written Submissions to be relied upon (if any) to reach the aforesaid Information Commissioner/s at least seven days before the aforesaid date of consideration of the documentation. The relevant Public Authority and/or any relevant third party(ies) have been directed to serve their statement of objections and/or other documentation relied on to you within seven days of being notified of the same by the Commission.
- The Appeal will be heard by way of Initial Assessment under Rule 18 of the Commission's Rules on Appeals. You are directed to show cause within seven days of this Notice as to why the Appeal should not be dismissed.
- You are directed to produce the following documents/ things before the aforesaid Information Commissioner/s on the aforesaid date of hearing/consideration:

.....
.....

Take notice that in default of your appearance on the above mentioned date, the appeal may be heard and determined in your absence.

Date:

.....
For and on Behalf of the
Right to Information Commission

Annexure 5

Right to Information Commission

Notice to the Public Authority and/or Third Parties

Appeal Registration Number:

.....
Vs.
.....

From: Right to Information Commission,
Colombo.

To:
.....
.....

Whereas an appeal has been presented by..... resident of
(address) and has been registered in this Commission as above;

And whereas the aforesaid appeal is being considered/heard by the Commission at (location
of hearing)

And whereas consideration/hearing on the aforesaid appeal shall be conducted on the
.....of.....,20.....

Now therefore it is hereby ordered as under; (Note: Delete from the below that portion which is not
applicable):

- You are summoned to appear before the aforesaid Information Commissioner/s in person, on the aforesaid date of hearing atam/pm (time) to participate in the hearing on the above appeal under Rule 20 of the Commission's Rules on Appeals. A copy of the aforesaid Appeal with supporting documents (if any) is annexed and you are directed to submit the statement of objections and/or other documentation/a list of documents (no. of copies) and the Written Submissions (if any) relied upon by you to simultaneously reach the aforesaid Information Commissioner/s and the Appellant at least seven days of the receipt of this Notice. You may be exceptionally permitted, at the Commission's discretion to be represented through a duly authorised representative or avail yourselves of video conferencing (if the facility of video conferencing is available at the time of the hearing).
- The appeal will be heard by way of documentary proceedings under Rule 19 of the Commission's Rules on Appeals. A copy of the aforesaid Appeal with supporting documents if any is annexed and you are directed to submit the statement of objections and/or other documentation documents/ a list of documents (no. of copies) relied upon by you in such a manner as **to simultaneously reach the Commission and the Appellant within seven days of the receipt of this Notice and submit Written Submissions (if any) seven days** before the aforesaid date of consideration of the documentation.
- The appeal will be heard by way of Initial Assessment under Rule 18 of the Commission's Rules on Appeals. You are directed to file any documents if required in response to the Appeal within seven days of the receipt of this Notice.
- You are directed to produce the following documents/ things before the aforesaid Information Commissioner/s on the aforesaid date of hearing/consideration:
.....
.....

Take notice that in default of your appearance on the above mentioned date, the appeal may be heard and determined in your absence.

Date:

.....
For and on Behalf of the
Right to Information Commission

3. By repeal the under sections (i),(ii),(iii) of the subsection (i) of the section 7 of the Rules and substitution therefore the following under sections (i) , (ii)

- (i) in cash paid to the Information Officer;
- (ii) Bank Draft addressed to the Public Authority;