

NARA RTI FORMS - COMPLETE PACKAGE

All 10 Forms Ready for Download

National Aquatic Resources Research and Development Agency (NARA)

Right to Information Act No. 12 of 2016

Date Created: October 27, 2025

FORMS INCLUDED IN THIS PACKAGE

This package contains all 10 official RTI forms for NARA in PDF format, ready for printing and use.

1. REQUEST FORMS

RTI-01: Information Application Form (3 pages)

- Primary form for citizens to request information
- 11 fields including requestor details and information sought
- Supports multiple languages (Sinhala, Tamil, English)
- Includes signature section and official use area

2. RESPONSE FORMS

RTI-04: Decision to Provide Information (2 pages)

- Used when approving information requests
- Includes fee calculation and payment instructions
- Timeline for information delivery
- Appeal rights notification

RTI-05: Rejection of Information Request (2 pages)

- Used when denying information requests
- Requires detailed justification and legal references
- Appeal process clearly explained
- Designated officer contact information

RTI-06: Extension of Time to Provide Information (2 pages)

- Used when additional processing time is needed

- Includes reasons and new deadline
- Legal reference to RTI Act Section 24(3)
- Appeal rights information

3. REGISTER FORMS

RTI-03: Register of Information Requests (1 page)

- Tracks all incoming RTI requests
- 11-column table structure for comprehensive tracking
- Records dates, fees, and outcomes
- Chronological request management

RTI-09: Register of Appeals (2 pages)

- Tracks all appeals filed
- 10-column structure with decision outcomes
- Links appeals to original requests
- Records appeal types and results

RTI-11: Register of Rejection of Requests (2 pages)

- Tracks all rejected requests
- 11-column structure with reasons and appeal status
- Section citations for rejections
- Appeal outcome tracking

4. NOTICE FORMS

RTI-07: Communication to Third Party (3 pages)

- Notifies third parties when their information may be disclosed
- Includes response deadline and representation rights
- Section 28 compliance
- Contact information for submissions

5. APPEAL FORMS

RTI-10: Appeal to the Designated Officer (3 pages)

- First level appeal form
- 17 comprehensive fields covering all appeal requirements

- Grounds of appeal section with space for detailed explanation
- Document attachment list

6. ADMINISTRATIVE FORMS

RTI-12: Details of Information Officers (3 pages)

- Maintains directory of RTI officers
- Covers Information Officers, Designated Officers, and Assistants
- Contact details and responsibilities
- Publication tracking

TOTAL PACKAGE SUMMARY

Total Forms: 10 forms

Total Pages: 24 pages

File Format: PDF (printable and fillable)

Compliance: Right to Information Act No. 12 of 2016

Organization: National Aquatic Resources Research and Development Agency (NARA)

HOW TO USE THESE FORMS

For Citizens:

1. Use **RTI-01** to submit information requests
2. Receive either **RTI-04** (approval), **RTI-05** (rejection), or **RTI-06** (extension)
3. If not satisfied, submit **RTI-10** (appeal) within 14 days

For NARA Staff:

1. Record all requests in **RTI-03** register
2. Respond using **RTI-04**, **RTI-05**, or **RTI-06** as appropriate
3. Use **RTI-07** to notify third parties when needed
4. Track appeals in **RTI-09** register
5. Track rejections in **RTI-11** register
6. Maintain officer details in **RTI-12**

PRINTING INSTRUCTIONS

Recommended Settings:

- Paper Size: A4 (210mm x 297mm)
- Orientation: Portrait
- Print Quality: High (600 dpi minimum)
- Color: Black & White (forms can be printed in B&W)
- Duplex: Single-sided recommended for forms with fields

Paper Recommendations:

- Standard forms: 80 GSM white paper
- Register forms: 100 GSM paper for durability
- Official correspondence: Letterhead paper

STORAGE AND ARCHIVING

Physical Storage:

- Store blank forms in a secure, dry location
- Keep completed forms in locked filing cabinets
- Maintain separate folders for:
 - Pending requests
 - Approved requests
 - Rejected requests
 - Appeals

Digital Storage:

- Scan completed forms for digital archival
- Maintain backup copies
- Follow NARA's data retention policy
- Ensure compliance with data protection regulations

LEGAL COMPLIANCE

All forms in this package comply with:

- **Right to Information Act No. 12 of 2016** (Sri Lanka)
- Section references for exemptions (Section 5, 8, 9)

- Appeal procedures (Section 31, 32)
- Timeline requirements (14-30 days)
- Third-party notification (Section 28)
- Fee structure provisions

CONTACT INFORMATION

Organization: National Aquatic Resources Research and Development Agency (NARA)

Website: www.nara.ac.lk

RTI Page: www.nara.ac.lk/?page_id=20437

Information Officer: [To be filled in RTI-12]

Designated Officer: [To be filled in RTI-12]

FORM UPDATES

Current Version: 1.0

Date: October 27, 2025

Next Review: October 2026

Forms will be reviewed annually and updated as needed to reflect:

- Changes in RTI Act regulations
- Feedback from users
- Improvements in processes
- Government policy updates

ACKNOWLEDGMENTS

These forms have been developed based on:

- Official RTI Commission guidelines
- Right to Information Act No. 12 of 2016
- Best practices from other government agencies
- NARA's specific requirements

TRAINING AND SUPPORT

For training on using these forms, contact:

- NARA Administration Department
- RTI Information Officer
- NARA IT Department (for digital systems)

For technical support:

- Visit www.nara.ac.lk
- Email: [information.officer@nara.ac.lk]
- Phone: [To be provided]

END OF DOCUMENT

This package contains all necessary RTI forms for NARA's compliance with the Right to Information Act. Please ensure all staff members are familiar with these forms and their proper usage.