

Right To Information

[Under R.T.I.Act,2005]

I. The RTI Cell:-

With the objectives of promoting transparency and accountability in the working of the Inspectorate of Factories, a practical system of right to information has been in operation since the RTI Act, 2005 came into force for citizens to secure access to information held by or under its control.

II. Details of SPIO :-

The various public authorities with officials designated under this Inspectorate are as follows.

(A) State level:

1. Public Authority:- **CHIEF INSPECTORATE OF FACTORIES**, Assam.
2. Head of office:- Chief Inspector of factories, Assam
3. State Public Information Officer SPIO):-
Dr. R. Neog,
Medical Inspector of Factories
O/o Chief Inspector of Factories, Assam,
N.P.S. School Lane, Betkuchi, Lohra
Guwahati – 781040, Assam
Mobile No. 8811019188
Email:
drneogassam@gmail.com
4. First Appellate Authority (AA or FAA)):-
Shri Suresh Chandra kalita,
Chief Inspectorate of factories, Assam,
O/o chief Inspector of Factories, Assam
N.P.S. School Lane, Betkuchi, Lohra
Guwahati – 781040, Assam
Ph No.(Office): 0361-2528204
Mobile: 9435102132
Email Id - cif_assam@yahoo.co.in

(B) **District Level:-**

There are 11 (eleven) Public authorities in district level which are given below.

- 1) (i) **Public Authority :- ZONAL FACTORY OFFICE**, Bhangagarh, G.S.Road, Guwahati
(ii) **Head of office :-** Senior Inspector Of Factories, Guwahati
(iii) **Assistant Public Information Officer (APIO):-** Shri.Gopal Krishna Chaudhary, Senior Inspector of Factories, Zonal Factory Office, 2nd Floor, Sethi Trust Building, Bhangagarh, Guwahati- 781005
Contact No:- 9435016932

- 2) (i) **Public Authority:- ZONAL FACTORY OFFICE**, Bongaigaon
(ii) **Head of office :-** Senior Inspector Of Factories, Bongaigaon
(iii) **Assistant Public Information Officer (APIO):-** Shri. Malabhya Mohan Borah, Senior Inspector Of Factories. Zonal Factory Office, Bongaigaon
Dist.:- Bongaigaon
Contact No:- 9435050997

- (3) (i) **Public Authority:- ZONAL FACTORY OFFICE**, Jorhat
(ii) **Head of office :-** Senior Inspector Of Factories, Jorhat
(iii) **Assistant Public Information Officer (APIO):-**Shri Sanjoy Kumar Dey, Senior Inspector of Factories, Zonal Factory Office, Jorhat, Dist.:- Jorhat
Contact No:- 9435073247

- (4) (i) **Public Authority:- ZONAL FACTORY OFFICE**, Dibrugarh
(ii) **Head of office :-** Senior Inspector Of Factories, Dibrugarh,
(iii) **Assistant Public Information Officer (APIO):-**Shri. Dinesh Chandra Roy, Senior Inspector Of Factories, Zonal Factory Office, Dibrugarh
Dist.:-Dibrugarh
Contact No:- 9435016932

- (5) (i) Public Authority:- **DISTRICT FACTORY OFFICE**, Guwahati
(ii) Head of office :- Inspector Of Factories, Guwahati
(iii) Assistant Public Information Officer (APIO):- Shri.Sanjarikha Kemprai,
Inspector of Factories,
District Factory Office,
2nd Floor, Sethi Trust Building,
Bhangagarh, Guwahati- 781005
Contact No:-9954389328
- (6) (i) Public Authority:- **DISTRICT FACTORY OFFICE**, Nagaon
(ii) Head of office :- Inspector Of Factories, Nagaon
(iii) Assistant Public Information Officer (APIO):- Shri Arup Bordoloi
Inspector Of Factories,
District Factory Office, Nagaon.
District:- Nagaon
Contact No:- 9435334996
- (7) (i) Public Authority:- **DISTRICT FACTORY OFFICE**, Silchar
(ii) Head of office :- Inspector Of Factories, Silchar
(iii) Assistant Public Information Officer (APIO):- Shri Bhaben Kumar Sarma,
Inspector Of Factories,
District Factory Office, Silchar
District:- Silchar
Contact No:- 9435060278
- (8) (i) Public Authority:- **DISTRICT FACTORY OFFICE**, Sibsagar
(ii) Head of office :- Inspector Of Factories, Sibsagar
(iii) Assistant Public Information Officer (APIO):- Shri Gaur Das Paul,
Inspector Of Factories,
District Factory Office, Sibsagar
District:- Sibsagar
Contact No:- 9435135137
- (9) (i) Public Authority:- **DISTRICT FACTORY OFFICE**, Tinsukia
(ii) Head of office :- Inspector Of Factories, Tinsukia
(iii) Assistant Public Information Officer (APIO):- Shri Anjan Das,
Inspector Of Factories,
District Factory Office, Tinsukia
District:- Tinsukia
Contact No:- 9435002766

(10) (i) Public Authority:- **DISTRICT FACTORY OFFICE**, Tezpur

(ii) Head of office :- Inspector Of Factories, Tezpur

(iii) Assistant Public Information Officer (APIO):- Shri T. Rongpi,
Inspector Of Factories,
District Factory Office, Tezpur
District:- Tezpur
Contact No:- 9401617633

(11) (i) Public Authority:- **DISTRICT FACTORY OFFICE**, Kokrajhar

(ii) Head of office :- Inspector Of Factories, Kokrajhar

(iii) Assistant Public Information Officer (APIO):- Shri Bhaskarya Madhurya Bora,
Inspector Of Factories,
District Factory Office, Kokrajhar
District:- Kokrajhar
Contact No:- 7002306678.

III. What Right To Information accessible?

Information which is held by or under the control of any public authority and includes the right (of all citizens) to---

- a) Inspection of works, documents, records;
- b) Taking notes, extracts or certified copies of documents or records;
- c) Taking certified samples of material; and
- d) 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.

IV. Time Period for Supply of Information:

Sl.No.	Situation	Time limit for disposing of applications.
1.	Supply of information in normal course	30 days
2.	Supply of information if it concerns the life or liberty of a person	48 hours
3.	Supply of information if the application is received through SAPIO.	5 days shall be added to the time period indicated at Sl.no.1&2

4.	Supply of information if application request is received after transfer from another public authority: (a) In normal course (b) In case the information concerns the life or liberty of a person	(a) Within 30 days of the receipt of the application by the concerned Public Authority. (b) Within 48 hours of receipt of the application by the concerned Public Authority
5.	Supply of information of the organizations specified in the Second Schedule: (a) If information relates to allegations of violations of human rights. (b) Incase information relates to allegations of corruption.	(a) 45 days from the receipt of application (b) Within 30 days of the receipt of application.
6.	Supply of information if relates to third party and the third party has treated it as confidential	Should be provided after following the procedure given in sec.11 of the RTI Act, 2005
7.	Supply of information where the applicant is asked to pay additional fee.	The period intervening between informing the applicant about additional fee and the payment of fee by the applicant shall be excluded for calculating the period of reply

V. Fee for seeking Information:

1. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque payable to the Authorized Officer of the public authority
2. For providing the information under sub-section(1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Authorized Officer of the public authority at the following rates:
 - a) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
 - b) Actual charge or cost price of a copy in larger size paper;
 - c) Actual charge or cost price for samples or models; and
 - d) For inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.
3. For providing the information under sub-section(5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Authorized Officer of the public authority at the following rates:-
 - a) For information provided in diskette or floppy rupees fifty per diskette or floppy; and
 - b) For information provided in printed form at the price fixed for such publication or Rupees two per page of photo copy for extracts from the publication.

VI. Status of RTI Petitions, Disposal status, Requested Rejected, Appeals and Fees Collected :

Format-1

Nos. of Public Authorities and Public Inspection Officers for the year 2016-17 under Section 5(1)

Sl.No.	Name of Department	No. of Public Authorities	No. of Public Information Officers designated
1	2	3	4
1.	Inspectorate of Factories, Assam	State level =1 District level =11	SPIO =1 APIO =11

Format-2

Requests for Information filed under section 6 of the RTI Act and their disposal by the Public Information Officers for the year 2016-17.

Sl.No.	Name of Department	Requests pending at the beginning of the year (01-01-2016)	No. of requests received during the year	Total No. of Requests	No. of requests disposed of	Requests pending at the end of the year (31-12-2016)
1	2	3	4	5	6	7
1.	Inspectorate of Factories, Assam	Nil	12	12	12	Nil

Format-3

Number of Requests rejected under various sections of the RTI Act for the year 2016-17

Sl.No.	Name of Department	No. of Requests rejected u/s 8	No. of Requests rejected u/s 9	No. of Requests rejected u/s 11	No. of Requests rejected u/s 24	Total No. of Requests rejected
1	2	3	4	5	6	7
1.	Inspectorate of Factories, Assam	Nil	Nil	Nil	Nil	Nil

Format-4

Disposal of Appeals by First Appellate Authorities filed under section 19(1) of the RTI Act for the year 2016-17.

Sl.No.	Name of Department	First Appeals pending with the FAAs at the beginning of the year (01-01-2016)	No. of First Appeal received during the year	Total No. of First Appeals with Appellate Authorities	No. of Firsts Disposed by the First Appellate Authorities	No. of First Appeals pending with the FAAs at the ending of the Year (31-12-2016)
1	2	3	4	5	6	7
1.	Inspectorate of Factories, Assam	Nil	Nil	Nil	Nil	Nil

Format-5

Summary of fees collected by the Public Authorities during the year 2016-17

Sl.No.	Name of the Department	Amount Collected(in Rupees)
1	2	3
1.	Inspectorate of Factories, Assam	Rs.80/- (Rupees Eighty) only.

VI. Proactive Disclosure:

What information a public authority should disclose voluntarily (pro active disclosure or sue motto) ***on its own*** (even without asking by any applicant) ***in their notice board/website/publications ?***

Under Section 4 (1) (b) every public authority shall publish by 12th October 2005 (within 120 days of the enactment) 17 categories of information in the form of an Information Handbook.

- (i) The particulars of its organization, functions and duties;
- (ii) The powers and duties of its officers and employees;
- (iii) The procedure followed in the decision making process, including channels of supervision and accountability;
- (iv) The norms set by for the discharge of its functions;
- (v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- (vi) A statement of the categories of documents that are held by it or under its control;

- (vii) The particulars of any arrangement that exists for consultation with, or representation by, the member of the public in relation to the formulation of its policy or implementation thereof;
- (viii) A statement of the boards, councils, committees and others bodies consisting of two or more person constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
- (ix) A directory of its officers and employees;
- (x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it;
- (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form.
- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- (xvi) The names, designations and other particulars of the Public Information Officers;
- (xvii) Such other information as may be prescribed; and thereafter update these publications every year.

The information handbook is available at the Inspectorate's Website "ciflabour.assam.gov.in". For seeking the said information no application and no fees is required and is available instantly. Inspection of the said information is free; and for copies, a citizen is charged for the print or medium cost only, as prescribed.