

## IN ACCORDANCE WITH THE RIGHT TO INFORMATION ACT, NO. 12 OF 2016;

Requests for Information should be made to the following Information Officer by completing and handing over a request preferably in the manner prescribed in the Form **RTI 01** although this is not mandatory.

### DETAILS OF THE PUBLIC INFORMATION OFFICER

Name	: Ms. Karnika Jayatilake
Designation	: Deputy General Manager (Legal) / CLO
Address	: 4th floor, National Savings Bank, No 255, Galle Road, Colombo 03, Sri Lanka
Office	: +94 112 370517
Email	: <a href="mailto:dgm.legal@nsb.lk">dgm.legal@nsb.lk</a>
Web	: <a href="http://www.nsb.lk">www.nsb.lk</a>

1. Upon making the request for information either in verbal or written form obtain the written acknowledgment from the Information Officer.
2. The decision whether to grant the information or not shall be given as expeditiously as possible and in any case within 14 days.
3. If a decision is made to provide the information, the information officer will inform the citizen making the request that the information will be provided on the payment of a fee in accordance with the Fee Schedule prescribed by the Right to Information Commission. If the information is subject to payment of fee, the information shall be provided within 14 days of the payment. Information will be provided within 14 days of the decision if there is no requirement to pay a fee.
4. If, after payment of fees the information cannot be provided within 14 days, the person making the request will be informed that there will be a further extension period - up to a maximum of 21 days - to provide the information and given reasons for the extension.
5. When the request relates to the life and personal liberty of a citizen the information officer shall provide a response to the request within 48 hours.
6. An appeal may be made in situations where,
  - o The Information Officer refuses a request made for information.
  - o The Information Officer refuses access to the information on the ground that such information is exempted from being granted under Section 5.
  - o Non -compliance with time frames specified in the Act.
  - o The Information Officer granted incomplete, misleading or false information.
  - o The Information Officer charged excessive fees.
  - o The Information Officer refused to provide information in the form requested.
  - o The citizen making the request had reasonable grounds to believe that information has been deformed, destroyed or misplaced to prevent him/her from having access to the information.

An appeal to the Designated Officer is to be made within 14 days.

7. When making an appeal as mentioned in s.6 of this notice, complete and hand over Form RTI 10, to the Designated Officer. The RTI 10 Form is not compulsory. A citizen making a request can make the appeal by a letter with the basic information indicated in RTI 10 justifying the appeal.

#### **DETAILS OF THE DESIGNATED OFFICER**

Name	:	Ms. Shashi Kandambi
Designation	:	General Manager/CEO
Address	:	National Savings Bank, "Savings House", No. 255, Galle Road Colombo 03, Sri Lanka.
Office	:	+94 112 573 179
Fax	:	+94 112 467 618
Email	:	<a href="mailto:gm@nsb.lk">gm@nsb.lk</a>
Web	:	<a href="http://www.nsb.lk">www.nsb.lk</a>

#### **FEE SCHEDULE**

In accordance with the regulations promulgated under the Right to Information Act, No. 12 of 2016 given in the "Part I: Sec. (I) - Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka" (No. 2004/66), dated 03.02.2017, Fee Schedule as follows;

##### **Application Fees:**

No fee to provide a Right to Information Application Form to a citizen making an information request and to process a Right to Information request.

##### **Fees for Information:**

###### **(i) Photocopying**

- Rs. 2/- (one side) and 4/- (both sides) of one paper, for the information provided on A4 (21 cm x 29.7 cm) and smaller size paper
- 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)
- Information provided on paper bigger than those mentioned above will be at actual cost.

###### **(ii) Printout**

- Rs. 4/- (one side) and 8/- (both sides) of one paper, for the information provided on A4 (21 cm x 29.7 cm) and smaller size paper
- Rs. 5/- (one side) and 10/- (both sides) of one paper for the information provided on paper that is Legal size (21.59 cm x 35.56 cm) and upto A3 (29.7 cm x 42 cm)
- Information printed on paper bigger than those mentioned above will be at actual cost.

- (iii) Rs. 20/- for copying information onto a Diskette, Compact Disc, USB mass drive, or similar electronic device, provided by the citizen making the request.
- (iv) Actual cost for copying information onto a Diskette, Compact Disc, USB mass drive, or similar electronic device provided by the National Savings Bank.
- (v) Rs. 50/- per hour for the study or inspection of any document or material, or inspection of a construction site, if this takes longer than one hour, with the first hour of study/inspection being provided free of charge. This shall be without prejudice to the practice which previously provided such inspection free of charge and which practice shall continue.
- (vi) Samples or models will be charged the actual cost.
- (vii) Information provided via e-mail will be free of charge.

**Information provided free of charge:**

- (1) Information prepared or contained on four pages (A4 size) of photocopies or printing, free of cost.
- (2) Information that is ordinarily available free of charge shall continue to be provided free of charge.

**Mode of Payment of Fee:**

- (i) In cash paid to the Information Officer;
- (ii) Bank Draft addressed to the Manager Accounts of the National Savings Bank;
- (iii) Post office payment slip or a postal order made payable to the Manager Accounts of the National Savings Bank.

The Information Officer will issue a receipt against payment of a fee regardless of the manner in which it is paid.