



Civil Aviation Authority of Sri Lanka

Notification

Right to Information Act, No 12 of 2016

In terms of the above Act, information relevant to this organization can be obtained from the Information Officer through the Application No RTI 01. Submission of this application is not compulsory.

Information Officer

Ms. D.M.S.P. Dissanayake
Manager (Documents and Web Management)
Civil Aviation Authority of Sri Lanka
No 152/1, Minuwangoda Road, Katunayake

E.mail: mgrdw@caa.lk

Telephone: + 94 112358944/+94 766 317 390

1. You may obtain information by submitting the duly filled application form No RTI 01 or by submitting a letter or an oral request made to the Information Officer. You shall collect a written confirmation on your submission.
2. The possibility of providing the relevant information on your request will be informed on or before 14 days of your submission
3. If agreed to provide requested information to you, you may be notified about the payment to be made as decided by the Commission. In this case you will be provided the information within 14 days upon the payment if payment is applicable, or free of charge if payment is not applicable.
4. The Information Officer will provide you the requested information within not more than 21 additional days with a justification for the time extension, if there is any difficulty in providing information within 14 days after the payment.
5. Response on the request will be done within 48 hours when the requested information is about life or privacy of a citizen.
6. An Appeal may be made to the Designated Officer within 14 days at the following occasions.

Designated officer

Mr. R. M. Wannappa
Deputy Director General (Air Transport and Security Regulation)
Civil Aviation Authority of Sri Lanka
No 152/1, Minuwangoda Road, Katunayake

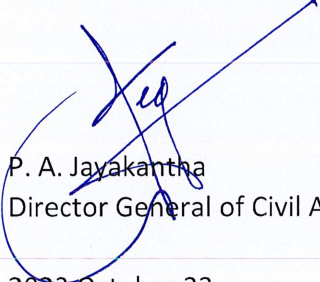
E mail: dater@caa.lk

Telephone: + 94 112358863/ + 94 773130027

A request made relevant to obtain information

- i. Non acceptance of the request for information
- ii. Deny of providing information in terms of No 05 clause of the Act
- iii. Non conformity with timelines specified in the Act
- iv. Providing incomplete, misleading or forge information
- v. Over charging of payments
- vi. Refusal of the Information Officer to provide the information in the requested format
- vii. Availability of reasonable facts with the citizen who request Information on intentional prohibition of accessing information by manipulation, destruction or misplacing information

7. Duly filled Application Form of RTI 10 to be forwarded when submitting an Appeal in terms of No 6 clause of this notification. Filling RTI 10, is not compulsory. An appeal can be forwarded by the citizen through a letter mentioning the basic information required to investigate the appeal in RTI 10 application.


P. A. Jayakantha
Director General of Civil Aviation & Chief Executive Officer

2023 October 23