

RTI – How To Obtain Information

Introduction

Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 may make a request to Public Information Officer/Assistant Public Information Officer, Keshav Mahavidyalaya, H-4-5 Zone, Pitampura, Delhi-110034 on a plain paper giving particulars of information being sought and his/her correct address for communication.

Application Fee

The application for obtaining information under sub-section (1) of section 6 of RTI Act, 2005, must be accompanied by an application fee of Rs. 10/- (Rupees Ten Only) by way of cash against proper receipt or by demand draft or bankers' cheque or Indian Postal Order drawn in favour of Principal, Keshav Mahavidyalaya.

Additional Fee

In case the information is provided under sub-sections (1) and (5) of section 7, the applicant shall be informed of the additional fees required to be deposited by him/her for the information sought and information shall be furnished after the deposit of the fee by the Requester, as per the Act.

- (i) 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 or Indian Postal Order drawn in favour of Principal, Keshav Mahavidyalaya at the following rates :-
 - (a) Rs. 2/- (Rupees Two Only) for each page (in A4 or A3 size paper) created or copied;
 - (b) Actual charges or cost price of a copy in larger size paper;
 - (c) Actual cost or price for samples or models; and
 - (d) For inspection of records, no fee for the first hour; and a fee of Rs. 5/- (Rupees Five Only) for each subsequent hour (or fraction thereof).
- (ii) 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 or Indian Postal Order drawn in favour of Principal, Keshav Mahavidyalaya at the following rates :-
 - (a) For information provided in diskette or floppy Rs. 50/- (Rupees Fifty Only) per diskette or floppy; and
 - (b) For information provided in printed form at the price fixed for such publication or Rs. 2/- (Rupees Two Only) per page of photocopy for extracts from the publications.

No fees shall be charged under sub-section (1) of section 6 and sub-sections (1) and (5) of section 7 from the persons who are below poverty line as may be determined by the appropriate Government, provided necessary documents in support are produced.

Appeal

In case the applicant does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the PIO, as the case may be, may within thirty days from the expiry of such period from the receipt of such a decision, prefer an appeal to First Appellate Authority, Keshav Mahavidyalaya, H-4-5 Zone, Pitampura, Delhi-110034.