

Desh Bhagat University, Mandi Gobindgarh

Instructions for Applicant – RTI Act, 2005

1. A request for obtaining information under Sub-Section (1) of Section- 6 shall be accompanied by fee of rupees ten for seeking information under The Right to Information Act, 2005. The fee can be deposited in cash with the University Cashier or sent through Indian Postal Order/Bank Draft in favour of **Registrar, Desh Bhagat University, Mandi Gobindgarh.** However, if the information sought is of more than one page and involves extra stationery cost then it shall be charged as follows:-
 - a) Rupees two for each page (in A-3 or A-4 size paper) created or copied
 - b) Actual charge or cost of a copy in larger size paper.
 - c) For inspection of records, no fee for the first hour, and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter

2. The applicant shall, while depositing fee under sub-rule (2) of rule 4, shall also submit a self-addressed envelope duly stamped for supplying the information. Stamps on the envelope shall be affixed according the mode supplying the information, as duly desired by the applicant i.e. through ordinary registered or speed post.

3. If applicant is not satisfy with information provided by Public Information Officer, then applicant can file an appeal before the Registrar, Desh Bhagat University, Mandi Gobindgarh (The Appellate Authority) within a period of thirty days of the receipt of information.
