

INSTRUCTION FOR FILING RTI APPLICATION UNDER RTI ACT, 2005

Application Fee—An application under sub-Section (1) of Section 6 of the Act shall be accompanied by a fee of rupees ten.

Fees for providing information—Fee for providing information under sub-Section (4) of Section 4 and sub-Sections (1) and (5) of Section 7 of the Act shall be charged at the following rates, namely:

- (a) rupees two for each page in A-3 or smaller size paper;
- (b) actual cost or price of a photocopy in large size paper;
- (c) actual cost or price for samples or models;
- (d) rupees fifty per diskette;
- (e) price fixed for a publication or rupees two per page of photocopy for extracts from the publication;
- (f) DVD Fee charges- Rs. 125/- per DVD;
- (g) no fee for inspection of records for the first hour of inspection and fee of rupees 5 for each subsequent hour or fraction thereof; and
- (h) so much of postal charge involved in supply of information that exceeds fifty rupees.

Exemption from payment of fee—No fee under Rule 3 and Rule 4 shall be charged from any person who is below poverty line provided a copy of the certificate issued by the appropriate Government in this regard is submitted alongwith the application.

Mode of payment of fee—Fee under these rules may be paid in any of the following manner, namely:-

- (a) by demand draft or bankers cheque or Indian Postal Order payable to the Registrar, Panjab University, Chandigarh,
- (b) by cash in State Bank of India, Extension Counter, Panjab University, Chandigarh, in Fee Code: **M0170**.
- (c) through online fee portal of Panjab University, Chandigarh at <https://payonline.puchd.ac.in>