

## **Right to Information (RTI) Cell, IGIT Sarang**

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- A.) Filing of Application
- B.) Payment of Fees
- C.) Disposal of Request
- D.) Contact Persons
- E.) Download RTI Application Forms

### **A.) Filing of Application**

1. A person seeking information may file an application in Form-A giving particulars of the information being sought.
2. The application along with the requisite fees can be submitted in shape of Cash to be deposited in Institute cash counter or in form of IPO/DD in favor of "Principal, Indira Gandhi Institute of Technology, Sarang payable at SBI, Sarang (Code-SBIN 0010246).

*For more information, please log on to:*

<http://cic.gov.in>

<http://righttoinformation.gov.in>

<http://rti.gov.in>

<http://www.rtiodisha.in>

<http://www.orissasoochanacommission.nic.in>

## B.) Payment of Fees

### Fees / Amount to be charged for providing information

#### PART – I

(A)	Application fee	Rate to be charged	Mode of deposit
(i)	Application fee seeking information	Rupees ten per Application	Treasury Challan/ cash
(ii)	Application fee for 1 <sup>st</sup> Appeal	Rupees twenty	Court fee stamp
(iii)	Application fee for 2 <sup>nd</sup> Appeal	Rupees twenty-five	Court fee stamp

#### PART – II

(B)	Amount to be charged for Providing information		
(i)	A4 or A3 size paper created or copied	Rupees two per each folio	By cash
(ii)	Paper size larger than A4 or A3	Actual charge or cost price	By cash
(iii)	Inspection of records	No fee for the first hour & Rs.5.00 for each 15 minutes (or fraction thereof) thereafter.	By cash
(iv)	CD with cover	Rupees 50/- per CD	By cash
(v)	Floppy Diskette (1.44MB)	Rupees 50/- per Floppy	By cash
(vi)	Maps & Plans	Reasonable cost to be fixed by P.I.O. depending upon the cost of labour and material and equipment and other ancillary expenses	By cash
(vii)	Video Cassette/Microfilm/Microfiche	Reasonable cost to be fixed by P.I.O. depending upon the cost of labour and material and equipment and other ancillary expenses	By cash
(viii)	Certified sample or models of material	Actual cost or price for sample or models	By cash
(ix)	Information in printed form	Price fixed for such publication	By cash

N.B:

- i) Postal charges extra to be deposited by the applicant depending upon the weight of the documents.
- ii) Proper and authenticated money receipt to be issued for all cash payment. The office is to state the cash receipt No. & date on the application form.
- iii) No fee will be charged for people living below the poverty line (BPL). Supporting certificate to this effect must be produced in original.
- iv) No fee if the Public Authority fails to comply within the time limits.

### **C.) Disposal of Request**

- 1 The Institute will make an endeavor to provide the information within 30 days on payment of requisite fees.
- 2 The applicant will be informed about the fee. The intervening period will not be included in the 30 days time specified for the reply.
- 3 The time limit for supply of information if information concerns life and liberty of a person is 48 hours.
- 4 In case the information pertains to third party, the time limit for supply of information is 40 days.
- 5 If no reply or information is received as above, it is deemed to have been rejected. The applicant will be intimated the reasons for rejection.

## **D.) Contact Persons under the RTI Act, 2005**

### **First Appellate Authority (FAA)**

Mr. R. N. Majhi  
Registrar, IGIT, Sarang

*Phone: 9438107255*

### **Public Information Officer (PIO)**

Mr. Pravakar Naik  
PA to Director  
*Phone : 9437728620*

### **Assistant Public Information Officer (APIO)**

Mr. Pratap Chandra Baral  
Office Superintendent

*Phone : 9178872625*

## **C.) RTI Application Forms**

**FORM – A**

**[See Rule – 4 (I)]**

Application for Information under section 6 (1) of the Act

**To**

**The Public Information Officer**

**IGIT, Sarang**

1. Full name of the applicant :
2. Father / Spouse name :
3. Permanent address :
4. Particulars in respect of Identity of the applicant :
5. Particulars of information solicited
  - (a) Subject matter of information :
  - (b) The period to which the information relates :
  - (c) Specific details of information required :
  
  - (d) Whether information is required by post or in person :  
(The actual postal charges shall be included in providing information)
  - (e) In case by post (ordinary, registered or speed) :
6. Address to which information will be sent & in which form :
  
7. Has the information provided earlier :
8. Is this information not made available by the Public authority :
9. Do you agree to pay the required fee :
10. Have you deposited application fee (If yes details of such deposit) :
11. Whether belongs to BPL category, have you furnished the proof of the same :

Place

Date

Full Signature of the applicant

Address

**Office of the Public Information Officer**

Received the application from \_\_\_\_\_  
Address \_\_\_\_\_  
on \_\_\_\_\_ seeking information.

Place

Date

Full name of Public Information Officer

Designation

Seal

**FORM – D**

[See Rule – 7 (1)]

Form of Memorandum of Appeal to the first Appellate Authority under  
*Section 19 (1) of the Act*

From

\_\_\_\_\_  
(Applicant's Name & address)

Before

**The First Appellate Authority  
IGIT, Sarang**

1. Full name of the Appellant :
2. Address :
  
3. Particulars of Public Information Officer :
4. Date of receipt of the order appealed against :
5. Last date for filing the appeal :
6. Particulars of information:
  - (a) Nature and subject matter of the information required :
  - (b) Name of the office or Department to which the information relates :
7. The grounds for appeal :  
(Details if any to be enclosed in separate sheet)

**Verification**

I, \_\_\_\_\_ Name of the appellant, son of / daughter of / wife of  
\_\_\_\_\_ hereby declare that the particulars furnished in the appeal are to the best of  
my knowledge and belief, true and correct and that I have not suppressed any material fact.

Signature of the Appellant

Place :

Date :

To

\_\_\_\_\_  
**Name and address of Appellate Authority**

**FORM – E**  
**[See Rule 7 (3)]**

Second Appeal under Section 19 (3) of the Act

From

\_\_\_\_\_  
(Applicant's Name & address)

To

**The State Information Commission**

1. Full name of the Appellant :
2. Address :
  
3. Particulars of the first Appellate Authority :
4. Date of receipt of the order appealed against :
5. Last date for filing the appeal :
6. Particulars of information
  - (a) Nature of subject matter of the information required :
  - (b) Name of the office or Department to which the information relates :
7. The grounds for appeal :  
(Details items to be enclosed in separate sheet)

**Verification**

I, \_\_\_\_\_ (Name of the appellant, son of / daughter of / wife of  
\_\_\_\_\_ hereby declare that the particulars furnished in the appeal are to the best  
of my knowledge and belief, true and correct and that I have not suppressed any material fact.

Signature of the Appellant

Place :

Date :

**To**  
**Orissa State Information Commission**