

RIGHT TO INFORMATION ACT

PROCEDURES AND GUIDELINES TO SOUGHT INFORMATION

1. PROCEDURE OF FILING OF APPLICATION

A person, who desires to obtain any information under this Act shall make a request in Electronic means in English accompanying such fee as mentioned in Procedure 3.

2. FORMAT OF APPLICATION FORM

The applicant should clearly mention his/her Name & address for correspondence, Telephone No (optional) and specific information which he/she wants if practicable with No. & Date etc.

3. FEE

a) Fee may be made by Postal Order / Bank draft in favour of the Director, NIT PUDUCHERRY, payable at Karaikal

b) Quantum of fee: A request for obtaining information under Sub-section (1) of accompanied by an application fee of Rs.10/- (Rupees Ten only) by way as mentioned at above.

For providing the information under sub-section (1) of Section 7, the fee shall be chargeable rates:-

i) Rupees two for each page created or copied (A4 or A3 size paper)

ii) Actual charge or cost price of a copy in larger size paper

iii) Actual cost or price for samples or models and

iv) For inspection of records, no fee for the first hour, and a fee of rupees five for each sub-section.

4. RECEIPT FOR APPLICATION & FEE

The applicant can remit the requisite fee as per the Procedure at 3 (a) and all the applications can be sent to the Public Information Officer (PIO).

5. APPEALS AND APPELLATE AUTHORITIES ETC. IF ANY

Appeals against the decision of PIO can be made before the Appellate authority i.e. Director, NIT PUDUCHERRY, Karaikal.

6. GENERAL

The Institute had already launched a website viz. www.nitpy.ac.in wherein detailed information regarding all matters relating to Administration, Tenders, Staff, & Syllabus The website may be seen for further details.