**How to sought information under RTI Act, 2005**

**Introduction**

**Any Citizen of India may make a request to the following authorities:**

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| **Dr. Jagdish Gupta****Principal cum PIO****Arya P.G. College****Opp. Bus Stand, Panipat-132103 (Haryana)** | **OR** | **Sh. Vineet Garg****Head Clerk cum APIO** **Arya P.G. College****Opp. Bus Stand, Panipat-132103 (Haryana)** |

**Application Fee**

The application for obtaining information under section 6(1) of RTI Act, 2005 must be accompanied by application fee of Rs. 10/- (Rupees Ten Only) by way of Demand Draft or Indian Postal Order (IPO) drawn in favour of Principal, Arya College, Panipat.

**Additional Fee**

In case the information is provided under section 7(1) & 7(5), the applicant shall be informed of the additional fee required to be deposited by him/her for the information sought and information shall be furnished after deposit of the as per the Act and fee shall be deposited by way of Demand Draft or Indian Postal Order (IPO) drawn in favour of Principal, Arya College, Panipat.

**a. for providing the information under section 7(1)**

i. Rs. 2/- (Rupees Two only) for each page created or copied.

ii. Actual Charges or Cost Price of a copy in large size paper.

iii. 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.

**b. For Providing the information under section 7(5)**

 i. For information provided in disk (CD/DVD/Floppy) Rs. 50/- (Rupees Fifty only) per

 disk.

ii. For information provided in printed form at the fixed for such publication or Rs. 2/-

 (Rupees Two only) per page of photocopy for extracts from the publications.

**c. No fee shall be charged under section 6(1), 7(1) & 7(5) from the person who are below poverty line, provided necessary documents in support are produced.**

**Appeal**

In case the application does not received information within the time specified may within 30 days from the expiry of such period from the receipt of such information, send an appeal to

**Sh. Surinder Shingla**

**General Secretary cum First Appellate Authority**

**Arya P.G. College**

**Opp. Bus Stand, Panipat-132103(Haryana).**