

PROCEDURE FOR OBTAINING INFORMATION UNDER RTI ACT 2005

- A. The applicant seeking information under RTI Act 2005 can apply online from RTI's official website (<https://rtionline.gov.in/>) or download the [format of application](#) from institute website. For offline application – the application should be addressed to the

The Central Public Information Officer,
National Institute of Technology Raipur, G.E. Road,
Raipur, 492010.

- B. Fee for obtaining information (Below points are specific to only offline applications)
- i. An application fee of Rs. 10 for obtaining information under sub section (1) of section 6.
 - ii. Fee shall be charged for providing information under sub section (1) of section (7) as under: -
 - a. Rs. Two for each page in A4 or A3 size paper created or copied.
 - b. Actual charge of cost price of a copy in large size paper.
 - c. Actual cost or price for samples or models; and
 - d. For inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour or fraction thereof)
 - iii. Fee shall be charged for providing information under sub-section (5) of section 7 as under: -
 - a. Rupees fifty per diskette or floppy for information provided in diskette floppy
OR
 - b. Price Fixed for publication or Rupees two per page of photocopy for information provided in printed form.
 - iv. No fee will be charged from people living below the poverty line.
 - v. Applicant would be provided information free of cost if the PIO fails to comply within the prescribed time limit.

- C. Applications in prescribed format along with the receipt of the fees paid (in original) must be sent to the following address: -

The Central Public Information Officer,
National Institute of Technology Raipur, G.E. Road,
Raipur, 492010.

- D. In case of any doubt or inconvenience please contact the Central Public Information Officer, NIT Raipur.