

PROCEDURE FOR OBTAINING INFORMATION

In terms of sub-section (1) of Section 6, a person, who desires to obtain information admissible under the Act, should make a written request to the Central Public Information Officer (CPIO), Indian Institute of Technology (Banaras Hindu University), Varanasi – 221005 accompanied by a Bank Draft/IPO of Rs.10/- (Rupees ten only) in the favour of CPIO, IIT (BHU), Varanasi payable at Varanasi or enclose the copy of receipt for Rs.10/- (Rupees Ten only), by depositing the same in Accounts Section of the Institute towards the application fee, specifying the particulars of the information sought by him or her.

Further, for providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or banker cheque payable to the Director at the following rates:

Rupees two for each page (in A-4 or A-3 size paper) created or copied. Actual charge or cost price of a copy in larger size paper
Actual cost or price for samples or models and

For providing the information under sub-section (5) of Section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Director at the following rates:

- a) for information provided in diskette or floppy rupees fifty per diskette or floppy and
- b) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.