

## **INSTRUCTIONS FOR FILING APPLICATION UNDER RTI ACT, 2005**

**Application Fee**:- An applicant under sub-section (1) of section 6 of the RTI Act, 2005 shall be accompanied by a fee of Rs.10/- (Rupees Ten).

**Fee for providing Information**:- Fee for providing information under sub-Section (4) of section 4 and sub-section (1) and (5) of section 7 of the Act shall be charged at the following rates, namely:

- (a) Rupees Two for each page in A-3 or smaller size paper;
- (b) actual cost or price of a photocopy in large size paper;
- (c) actual cost or price for samples or models;
- (d) Rupees Fifty per diskette;
- (e) price fixed for a publication or Rupees Two per page of photocopy for extracts from the publication;
- (f) no fee for inspection of records for the first hour of inspection and fee of Rupees Five for each subsequent hour or fraction thereof; and
- (g) so much of postal charges involved in supply of information that exceeds fifty rupees.

**Exemption from payment of fee**:- No fee, upto rupees fifty, under rule 3 and 4 shall be charged from any person who is below poverty line provided a copy of the certificate issued by the appropriate Government in this regard is submitted along with the application.

**Mode of payment of fee**:- Fee under these rules may be paid in any of the following manner, namely:-

- (a) by demand draft or bankers cheque or Indian Postal Order payable to the Comptroller, Punjab Agricultural University, Ludhiana.
- (b) by cash to cashier o/o Comptroller, PAU, Ludhiana.
- (c) by depositing into university bank account (bank detail is given on main link)