

## PROCEDURE AND FEES FOR SEEKING INFO UNDER RTI ACT

1. Write your request in English or Hindi specifying the particulars of the information sought. Requests should pertain to issues dealt by National Defence College.
2. A fee of Rupees ten is to be paid along with the application. Fee can be paid in cash or by Demand Draft or Bankers cheque in favour of NDC Public Fund payable at New Delhi.
3. Handover the application and fee to:

Shri SP Srivastava, Director (Administration)  
CPIO, NDC  
National Defence College  
6, Tees January Marg  
New Delhi-110011  
Tele- 011-23011994  
Fax- 011-23013429

You can also mail your application and fee to the above address.

4. If application is brought by hand, CPIO will give you a receipt for the fee and application received.
5. The CPIO will examine the request to see if the requested information can be given, and – if so- will endeavour to make it available to you as early as possible.
6. You may be required to pay further fees representing the cost of providing information. The CPIO will inform you about the fees to be paid. The fee can be paid in cash or by Demand Draft or Bankers Cheque in favour of NDC Public Fund payable at New Delhi. Deposit the fees with CPIO and collect a receipt of it.

The prescribed rates for such fees are given below: -

- (a) Inspection of Records: no fee for the first hour. A fee of Rupees Five for every fifteen minutes (or part thereof) thereafter.
  - (b) Print Outs: Rupees Two for each page created or copies for A-4 or A-3 size paper. Actual charge or cost price of copy on larger sized paper.
  - (c) Publications: Price fixed for such publication or Rupees Two per page of photocopy for extracts from the publication.
  - (d) CD: Rupees Fifty per CD.
  - (e) Sample or Model: Actual cost or price.
7. You will receive the requested information or hear from the CPIO not later than thirty days from your receipt. 8. If for any reason your request for information is rejected by the CPIO, then he will inform you the reasons for rejection, the period within which an appeal against the rejection can be made, and the details of the appellate authority.