

## **Right to Information (RTI) Cell, VSSUT, Burla**

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- A.) Filing of Application
- B.) Payment of Fees
- C.) Disposal of Request
- D.) Contact Persons
- E.) Download RTI Application Forms

### **A.) Filing of Application**

- 1 A person seeking information may file an application in Form-A giving particulars of the information being sought.
- 2 The application along with the requisite fees can be submitted in shape of Cash to be deposited in University Counter or in form of IPO/DD in favor of "Comptroller of finance, VSSUT, Burla" payable at SBI, Burla (Code-2034).

*For more information, please log on to:*

<http://cic.gov.in>

<http://righttoinformation.gov.in>

<http://rti.gov.in>

<http://www.rtiodisha.in>

<http://www.orissasoochanacommission.nic.in>

## B.) Payment of Fees

### Fees / Amount to be charged for providing information

#### PART – I

| (A)   | Application fee                            | Rate to be charged         | Mode of deposit        |
|-------|--------------------------------------------|----------------------------|------------------------|
| (i)   | Application fee seeking information        | Rupees ten per Application | Treasury Challan/ cash |
| (ii)  | Application fee for 1 <sup>st</sup> Appeal | Rupees twenty              | Court fee stamp        |
| (iii) | Application fee for 2 <sup>nd</sup> Appeal | Rupees twenty-five         | Court fee stamp        |

#### PART – II

|        |                                                |                                                                                                                                 |         |
|--------|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|---------|
| (B)    | Amount to be charged for Providing information |                                                                                                                                 |         |
| (i)    | A4 or A3 size paper created or copied          | Rupees two per each folio                                                                                                       | By cash |
| (ii)   | Paper size larger than A4 or A3                | Actual charge or cost price                                                                                                     | By cash |
| (iii)  | Inspection of records                          | No fee for the first hour & Rs.5.00 for each 15 minutes (or fraction thereof) thereafter.                                       | By cash |
| (iv)   | CD with cover                                  | Rupees 50/- per CD                                                                                                              | By cash |
| (v)    | Floppy Diskette (1.44MB)                       | Rupees 50/- per Floppy                                                                                                          | By cash |
| (vi)   | Maps & Plans                                   | Reasonable cost to be fixed by P.I.O. depending upon the cost of labour and material and equipment and other ancillary expenses | By cash |
| (vii)  | Video Cassette/Microfilm/Microfiche            | Reasonable cost to be fixed by P.I.O. depending upon the cost of labour and material and equipment and other ancillary expenses | By cash |
| (viii) | Certified sample or models of material         | Actual cost or price for sample or models                                                                                       | By cash |
| (ix)   | Information in printed form                    | Price fixed for such publication                                                                                                | By cash |

N.B:

- i) Postal charges extra to be deposited by the applicant depending upon the weight of the documents.
- ii) Proper and authenticated money receipt to be issued for all cash payment. The office is to state the cash receipt No. & date on the application form.
- iii) No fee will be charged for people living below the poverty line (BPL). Supporting certificate to this effect must be produced in original.
- iv) No fee if the Public Authority fails to comply within the time limits.

### **C.) Disposal of Request**

- 1 The Institute will make an endeavor to provide the information within 30 days on payment of requisite fees.
- 2 The applicant will be informed about the fee. The intervening period will not be included in the 30 days time specified for the reply.
- 3 The time limit for supply of information if information concerns life and liberty of a person is 48 hours.
- 4 In case the information pertains to third party, the time limit for supply of information is 40 days.
- 5 If no reply or information is received as above, it is deemed to have been rejected. The applicant will be intimated the reasons for rejection.

## **D.) Contact Persons under the RTI Act, 2005**

### **First Appellate Authority (FAA)**

Prof. (Dr.) Sudhanshu Sekhar Das  
Professor in Civil Engineering  
Phone: 7978891060  
Email: faa@vssut.ac.in

### **Public Information Officer (PIO)**

Dr. Gyanaranjan Shial  
Assistant Professor in CSE  
Phone: 9337605473  
Email : pio@vssut.ac.in

### **Assistant Public Information Officer (APIO)**

Mr. Sachidananda Barik  
Sr. Instructor in Central Workshop  
Phone : 7381522081  
Email : apio@vssut.ac.in

### **Office Executive**

Mr. Raj Kumar Sahoo  
Phone : 7008984603  
Email : rajkumarsahoo125@gmail.com

### **Office Attendant**

Mr. Sivarama Patra  
Phone : 9439319286  
Email: sivaramapatra@gmail.com

## **C.) RTI Application Forms**

**FORM – A**

**[See Rule – 4 (I)]**

Application for Information under section 6 (1) of the Act

**To**

**The Public Information Officer**

**VSSUT, Burla**

1. Full name of the applicant :
2. Father / Spouse name :
3. Permanent address :
4. Particulars in respect of Identity of the applicant :
5. Particulars of information solicited
  - (a) Subject matter of information :
  - (b) The period to which the information relates :
  - (c) Specific details of information required :
  - (d) Whether information is required by post or in person :  
(The actual postal charges shall be included in providing information)
  - (e) In case by post (ordinary, registered or speed) :
6. Address to which information will be sent & in which form :
7. Has the information provided earlier :
8. Is this information not made available by the Public authority :
9. Do you agree to pay the required fee :
10. Have you deposited application fee (If  
yes details of such deposit) :
11. Whether belongs to BPL category, have you furnished the proof of the same :

Place

Date

Full Signature of the applicant

Address

**Office of the Public Information Officer**

Received the application from \_\_\_\_\_

Address \_\_\_\_\_

on \_\_\_\_\_ seeking information.

Place

Date

Full name of Public Information Officer

Designation

Seal

**FORM – D**

**[See Rule – 7 (1)]**

Form of Memorandum of Appeal to the first Appellate Authority under  
***Section 19 (1) of the Act***

From

\_\_\_\_\_  
(Applicant's Name & address)

Before

**The First Appellate Authority  
VSSUT, Burla**

1. Full name of the Appellant :
2. Address :
3. Particulars of Public Information Officer :
4. Date of receipt of the order appealed against :
5. Last date for filing the appeal :
6. Particulars of information:
  - (a) Nature and subject matter of the information required :
  - (b) Name of the office or Department to which the information relates :
7. The grounds for appeal :  
(Details if any to be enclosed in separate sheet)

**Verification**

I, \_\_\_\_\_ Name of the appellant, son of / daughter of / wife of  
\_\_\_\_\_ hereby declare that the particulars furnished in the appeal are to the best of  
my knowledge and belief, true and correct and that I have not suppressed any material fact.

Signature of the Appellant

Place :

Date :

To

\_\_\_\_\_  
**Name and address of Appellate Authority**

**FORM – E**  
**[See Rule 7 (3)]**

Second Appeal under Section 19 (3) of the Act

From

\_\_\_\_\_  
(Applicant's Name & address)

To

**The State Information Commission**

1. Full name of the Appellant :
2. Address :
  
3. Particulars of the first Appellate Authority :
4. Date of receipt of the order appealed against :
5. Last date for filing the appeal :
6. Particulars of information
  - (a) Nature of subject matter of the information required :
  - (b) Name of the office or Department to which the information relates :
7. The grounds for appeal :  
(Details items to be enclosed in separate sheet)

**Verification**

I, \_\_\_\_\_ (Name of the appellant, son of / daughter of / wife of  
\_\_\_\_\_ hereby declare that the particulars furnished in the appeal are to the best  
of my knowledge and belief, true and correct and that I have not suppressed any material fact.

Signature of the Appellant

Place :

Date :

To

**Orissa State Information Commission**