

## **Manual 17**

### **Section 4(l) (b) (xvii)**

The person seeking information may apply on a plain paper giving particulars of information being sought and his correct address for communication. Separate application for seeking information on different subjects is required. The application has to be accompanied with the prescribed fee. (At present a fee of Rs. 10/-). The fee is payable with each application which is towards the cost of processing the request.

Schedule of fee can be had from the Public Information Officer of the college. For the time being the rates are as under;-

- I. Rs. 2/- per page of A-4 or A-5 size.
- II. Actual cost for sizes bigger than A-4 or A-5.
- III. In case of printed material, the printed copies could be had from the college counter on payment.
- IV. In case of photocopies, the rate would be Rs. 2/- per page.
- V. If information is needed on a disk or floppy subject to availability of information in soft form. The fee will be Rs. 50/- per disk / Floppy.