

Right to Information(RTI) Cell, VSSUT, Odisha

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A.)Filing of Application

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

For more information please log on to :

<http://cic.gov.in/>

<http://righttoinformation.gov.in/>

<http://rti.gov.in/>

B.) Payment of Fees

FEES/AMOUNT TO BE CHARGED FOR PROVIDING INFORMATION UNDER
RIGHT TO INFORMATION ACT, 2005
PART1

Application Fee	Rate to be Charged	Mode of Deposit
Application fee seeking information	Rs. 10/- per Application	Cash/IPO/DD
Application fee for 1st Appeal	Rs. 20/-	Cash/IPO/DD

PART2

Amount to be charged for providing information		
Inspection of documents	Rs. 15/- per each hour or fraction thereof	Cash/IPO/DD
A4 size paper for each folio		
Typed copy/photocopy per page	Rs.2 /-	Cash/IPO/DD
Print out from computer per page	Rs. 10/-	Cash/IPO/DD
CD with cover	Rs. 100/- per CD	Cash/IPO/DD
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	Cash/IPO/DD
Certified sample of material	-do-	Cash/IPO/DD

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 endeavour 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. Sarat Kumar Swain
Professor, Department of Chemistry

Phone: 9937082348

Email: swainsk2@yahoo.co.in

Public Information Officer (PIO)

Dr. Saroj Kumar Padhan
Lecturer, Department of Mathematics

Phone – 9583489086

Email: sarojpadhan@gmail.com

Assistant Public Information Officer (APIO)

Mr. Prafulla Kumar Sahu,
Senior Instructor, Workshop

Phone: 9861733940

Email:

Office Assistant

Mr. Makardhwaj Rnabida,
Senior Assistant, Establishment Section

Phone: 9556034617

Office Attendant

Mr. Srikant Mohapatra,
Peon, Department of Chemistry

Phone: 9668063826

E. RTI APPLICATION FORM



Veer Surendra Sai University of Technology, Odisha, Burla, SAMBALPUR

Application Form for Seeking Information under RTI Act 2005
[Form A, see rule -4(1)]

Application No. _____
(for official use)

To,
The Public Information Officer
Veer Surendra Sai University of Technology, Odisha
P.O. Engineering College, Burla-768108 Dist: Sambalpur, (Odisha)

1. Name of Applicant:

2. Address:
3. Particulars of information sought:
 - (a) Department concerned:

 - (b) Particulars of information required:
 - (i) Details of information required:
 - (ii) Period for which information asked for:
 - (ii) Any other details (use separate sheet):
4. I state that the information sought does not fall within the restrictions contained in Section 8 of the RTI Act and to the best of my knowledge it pertains to your office.

5. A fee of Rs. 10/- is enclosed herewith vide Demand Draft /IPO No. _____ dated _____ favouring "Comptroller of Finance, VSSUT Burla " payable at S.B.I. Burla or the fee has been deposited in your office by cash vide Receipt No. _____ Dt. _____.

Date : _____ (Signature of Applicant)

Email address, if any: _____ Place : _____
Telephone No. (Office) _____ (Residence) _____

OFFICE OF THE PUBLIC INFORMATION OFFICER

Received the application from.....address.....
.....on.....seeking information.

Place

Date

Full name and signature of PIO

