



## RTI- Right to Information

1. The person seeking information under Right to Information Act, 2005 may apply to the Public Information Officer (PIO) of CIT. The application may be given on a plain paper or as per the format supplied available on our website giving particulars of information being sought and his/her correct complete address for communication. The details of the PIO and First Appellate Authority are available on our website [www.citranchi.ac.in](http://www.citranchi.ac.in) under **RTI tab**.

2. Separate applications for seeking information on different subjects are required.

3. A request for obtaining information under Section 6(1) shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft, bankers cheque or Indian postal order, payable to the CIT, Tatisilwai, Ranchi.

4. For providing the information under Section 7(1), the fees shall be charged by way of cash against proper receipt or by MICR demand draft, bankers cheque or Indian postal order, drawn in favour of , Cambridge Institute Of Technology, Payable at Ranchi at the following rates :

- Rupees two for each page (in A4 or A3 size paper) created or copied;
- Actual charge or cost price of a copy in larger size paper;
- Actual cost or price for samples or models;
- For inspection of records, no fee for the first hour, and a fee of rupees five for each subsequent hour (or fraction thereof).

For providing information under Section 7(5), the fee shall be charged by way of cash against proper receipt or by MICR demand draft, banker cheque or Indian postal order, payable to Cambridge Institute Of Technology, Ranchi as per at the following rates :

- For information provided in diskette or floppy rupees fifty per diskette or floppy;
- For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publications.

Normal postal charges are not a charge on applicant under the RTI Act. The information may be dispatched to an applicant by a PIO through Post Office under Postal Certificate. If postal charges are excessive because of the bulk of the information, the applicant may be informed so that he/she can have the choice of seeking postal delivery or collect the information himself/herself from the concerned CPIO.

The fees to be charged under Section 7(1) & (5) and the postage charges, as mentioned above, will be intimated to the applicant concerned and may be paid through cash receipt /demand draft/ bankers cheque. However, the period intervening the dispatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of supply of information, as provided under Section 7(1) of the RTI Act 2005, of 30 days.

The fees charges can be deposited in cash in between 10.30 am and 3.30 pm on all working days in the Accounts Office of the Institute or by MICR demand draft, bankers cheque or IPO, drawn in favour of CIT, Tatisilwai, payable at Ranchi, to be submitted to the concerned PIO along with the application.

Following members are nominated to look after the RTI related work vide memo no. CIT/R/567/09 dated 10/12/2009.

Public Information Officer

Shalini Singh  
Asst. Professor, Deptt. of Management  
Cambridge Institute of Technology,  
Tatisilwai, Ranchi

Assistant Public Information Officer

Dr. Pawan Kumar  
HOD, Deptt. of ECE,  
Cambridge Institute of Technology,  
Tatisilwai, Ranchi

Appellate Authority

Dr. Ranveer Kumar  
Associate Professor  
Deptt. of Applied Chemistry,  
Cambridge Institute of Technology,  
Tatisilwai, Ranchi

