

MANUAL - 17**Section 4(1)(b)(xvii)****SUCH OTHER INFORMATION AS MAY BE PRESCRIBED**

A citizen of India who desires to obtain any information under the RTI Act, should make an application to the Central Public Information Officer (CPIO) in writing preferably in English, Hindi or Urdu. The applicant can send the application by post or can deliver it personally in the office of the CPIO at the following address:

The CPIO
Room No.8, Administrative Building
Maulana Azad National Urdu University
Gachibowli, Hyderabad-500032
Telangana State

- Fee for Seeking Information:

The applicant, along with the application, should send an Indian Postal Order or a demand draft or a banker's cheque of Rs10/- (Rupees ten), payable to MANUU as fee prescribed for seeking information.

The applicant may also be required to pay further fee towards the cost of providing the information, details of which shall be intimated to the applicant by the CPIO as prescribed by the Right to Information (Regulation of Fee and Cost) Rules, 2005. Rates of fee as prescribed in the Rules are given below:

- Rupees two (Rs.2/-) for each page (in A-4 or A-3 size paper) created or copied;
- Actual charge or cost price of a copy in large 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 (Rs.5/-) for each subsequent hour (or fraction thereof);
- For information provided in diskette or floppy rupees fifty (Rs.50/-) per diskette or floppy; and
- For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

NOTE: *If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit proof in support of his claim to belong to the below poverty line. The application not accompanied by the prescribed fee of Rs.10/- or proof of the applicant's belonging to below poverty line, as the case may be, shall not be a valid application under the Act and therefore, does not entitle the applicant to get information.

Application for Information:

There is no prescribed application form for seeking information under RTI 2005. Please write your complete name and address with postal pin code on the top left-hand corner. Please provide your mobile number if possible. Clearly state the particulars of information requested

giving necessary details. As far as possible seek one information only through each RTI application. Multiple questions may cause confusion and lead to delay in supplying information. RTI applications without Indian Postal Order (IPO) for Rs. 10 in favour of MANUU will be rejected and no correspondence will be entertained*. You may alternately pay the fee (of Rs. 10) through Demand Draft or Account Payee Cheque drawn on a nationalised bank in favour of MANUU.

Note: The CPIO can only provide such information from MANUU which is held by the University or which is held under its control. Only such information is required to be supplied under the RTI Act which already exists and is held by MANUU or held under the control of MANUU. The CPIO is not supposed to create information; or to interpret information; or to solve the problems raised by the applicants; or to furnish replies to hypothetical questions.

Note: *If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit proof in support of his claim to belong to the below poverty line. The application not accompanied by the prescribed fee of Rs.10/- or proof of the applicant's belonging to below poverty line, as the case may be, shall not be a valid application under the Act and therefore, does not entitle the applicant to get information.
