

Declaration of the Applicant:

1. I am a bonafide citizen of India and owe allegiance to the sovereignty, unity and integrity of India and have not voluntarily acquired the citizenship of another country.
2. The information given by me in this form is true and I am solely responsible for its accuracy.

(Signature of the Applicant)

Place:

Date:

Instructions and Procedure for Request of Information

1. Application Procedure for requesting information:

- Applications seeking information can be submitted in English or Malayalam, to Public Information Officer, S C T College of Engineering, Pappanamcode, Thiruvananthapuram – 695018.
- The application for obtaining information shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft payable to the Principal, S C T College of Engineering, Thiruvananthapuram.

2. Time limit to get information

- 30 days from the date of application.
- 48 hours for information concerning the life and liberty of a person.
- 5 days shall be added to the above response time, in case the application for information is given to Assistant Public Information Officer.
- If the interests of a third party are involved then time limit will be 40 days (maximum period+ time given to the party to make representation).
- Failure to provide information within the specified period is a deemed refusal.

3. The fee

- A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft payable to the Principal, S C T College of Engineering, Thiruvananthapuram-18
- For providing the information under sub-section(1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Principal, S C T College of Engineering, Thiruvananthapuram-18 at the following rates:-
 - a. Rupees two for each page (in A-4 or A-3 size paper) created or copied;
 - b. Actual charge or cost price of a copy in larger size paper;
 - c. Actual cost or price for samples or models; and
 - d. For inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.
- a. For providing the information under sub-section (5) of section 7, a fee of rupees two per page of photocopy for extracts from the publication shall be charged by way of cash

against proper receipt or by demand draft payable to the Principal, S C T College of Engineering, Thiruvananthapuram-18.

Grounds for rejection of the application seeking information:

Request for supply of any information/document falling under the following categories can be rejected:

- a. Exempted under the provisions of Section (8) of the Right to information Act, 2005.
- b. Infringing upon the copy right of any person other than the State (section 9) of the Right to information Act, 2005.