

## **HOW TO OBTAIN INFORMATION**

The person seeking information as per provisions of the Right to information Act, 2005 may apply on a plain paper giving particulars of information being sought and his / her complete postal address along with valid email-id and Contact No. for communication to the Central Public Information Officer (CPIO); Visva- Bharati, Santiniketan.

Separate applications for seeking information on different subjects are required.

As per 'RTI rules 2012' the prescribed application fee of Rs. 10/- is to be paid either by cash (at Cash Section of the Accounts Office of Visva-Bharati, against proper receipt) or by demand draft or Bankers Cheque or SBI Collect or Indian Postal Order, drawn in favour of Joint Registrar (Accounts), Visva-Bharati payable at Santiniketan.

The fees charges can be deposited in cash in between 10.30 am to 1.30pm on all working days in the Cash Section of the University.

*\*\* The application shall be sent by Register Post along with enclosures at the following address:*

To  
The Central Public Information Officer (CPIO)  
Visva-Bharati, Santiniketan,  
Birbhum, West Bengal, Pin-731235



**Application for seeking information u/s 6 of Right to Information Act, 2005**

To  
The Central Public Information Officer (CPIO)  
Visva-Bharati  
Santiniketan, Birbhum, Pin-731235

1. Name of the Applicant : \_\_\_\_\_

2. Communication Address : \_\_\_\_\_

3. E-mail id : \_\_\_\_\_

4. Details (if any) : \_\_\_\_\_

\_\_\_\_\_

5. Information sought : \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

6. RTI application fees Rs. 10/- paid by :- Cash Section / Demand draft /

Bankers Cheque / SBI Collect / Indian Postal Order. (Copy attach)

Place : \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of the Applicant)

Contact No: