

✚ **INSTRUCTION FOR FILING RTI APPLICATION UNDER RTI ACT, 2005**

- ✚ **Application Fee**—An application under sub-Section (1) of Section 6 of the Act shall be accompanied by a fee of rupees ten.
- ✚ **Fees for providing information**—Fee for providing information under sub Section (4) of Section 4 and sub-Sections (1) and (5) of Section 7 of the Act shall be charged at the following rates, namely: (a) rupees two for each page in A-3 or smaller size paper; (b) actual cost or price of a photocopy in large size paper; (c) actual cost or price for samples or models; (d) rupees fifty per diskette; (e) price fixed for a publication or rupees two per page of photocopy for extracts from the publication; (f) DVD Fee charges- Rs. 125/- per DVD; (g) no fee for inspection of records for the first hour of inspection and fee of rupees 5 for each subsequent hour or fraction thereof; and (h) so much of postal charge involved in supply of information that exceeds fifty rupees.
- ✚ **Exemption from payment of fee**—No fee under Rule 3 and Rule 4 shall be charged from any person who is below poverty line provided a copy of the certificate issued by the appropriate Government in this regard is submitted along with the application.
- ✚ **Mode of payment of fee**—Fee under these rules may be paid in any of the following manner, namely: - (a) by demand draft or bankers cheque or Indian Postal Order payable to the Registrar, University of Lucknow, Lucknow, (b) through online fee portal of University of Lucknow at Lucknow.