

## **RTI : RIGHT TO INFORMATION**

### Procedure for getting information

Any person who wishes to seek information under the Right to Information Act, 2005 can file an application in Form-A, to the Public Information Officer, Southfield College, Darjeeling.

A nominal application fee of Rs.10/- per application will be charged by way of cash or a Postal Order in favour of 'The Principal, Southfield College, Mall Road, Darjeeling 734101', for supply of information other than the information relating to Tender Documents/Bids/Quotations/Business Documents in addition to the cost of documents or the photo copies of document/information, if any. For Tender Documents, an application fee of Rs.500/- per application will be charged. A sum of Rs.2/- per page will be charged for supply of photo copy of document(s) under the control of the Principal.

No fee shall be charged from the persons who are below poverty line on submission of photo copy of the BPL card issued by the competent authority.

The Office will endeavour to provide the information in the shortest possible time subject to a maximum of 30 days.

Public Information Officer:

Mr. Anand Biswakarma (Office)

Southfield College

Mall Road,

Darjeeling - 734101

Tel. No. (Off): 0354-2254238

Mail: [southfieldcollegedarjeeling@yahoo.co.in](mailto:southfieldcollegedarjeeling@yahoo.co.in)