

ANNEXURE -E

CENTRAL MANUFACTURING TECHNOLOGY INSTITUTE TUMKUR ROAD, BANGALORE

The procedure for obtaining the information from CMTI under Right to Information Act. (Clause 4 (1) (b) (xv) :

1. Any person desirous of obtaining the Information under the Right to Information Act. from the Institute may download any of the available information from the CMTI website -www.cmti-india.net.
2. In case the information is required to be supplied to the applicant by the Institute, the applicant may submit an application for the supply of the information furnishing the details of the required information.
3. The request for supply of information may be addressed to the Administrative Officer (Asst. Admn. Officer in the absence of AO) Administration Department, CMTI, Tumkur Road, Bangalore specifying the details of the required information. The information may be obtained by the Citizens on any working day subject to payment of specified fee of Rs.10/ by way of cash /by Demand Draft remitted to the Accounts Department. The Information will be made available within three days of receipt of application on payment of specified charges @Rs.2/-per page.
4. The Fee shall be payable either in the form of cash or in the form of Banker's cheque or DD and the applicant shall be issued with the receipt for having paid the fee. The exact amount of fee shall be arrived on the basis of no. of pages of the information required by the applicant. The actual charges for compilation will be charged if the Information sought by the applicant requires to be compiled and supplied.
5. On receipt of the request along with the prescribed fee, the AO/AAO as the case may be, shall process the application in consultation with:

The Public Information Officer

Shri T. Gurumurthy, Joint Director, / or

The Assistant Public Information Officer –

Shri H.K. Shivanna Gowda, Chief Administrative Officer,

and arrange to supply the required information to the applicant.

6. In case the information sought by the applicant is not furnished, the applicant shall be informed on the same who in turn shall have option to appeal against the said decision. The appeal may be filed within 30 days of such communication to the following appellate authority:

Shri B.R. Satyan, Director

Appellate Authority under the Right to Information Act.

Central Manufacturing Technology Institute