

## **Chapter-18 (Manual-17)**

### **Other Useful Information**

### 18.1 Frequently Asked Questions and their Answers by Public.

Generally question regarding trainees and trades and seating asked by general public. It is also asked by the public regarding concessions and other facilities which are given to the students. It is submitted that the answers of these question are given to the public by office of DTE and also these answers are published in the prospects.

### 18.2 Related to seeking information

#### 1) Application Form

#### **FORM 'A'** **Rule 3(1)**

To

The Public Information Officer/  
Assistant Public Information Officer  
(Name of the Office with address)

- (1) Full Name of the applicant
- (2) Address
- (3) Particulars of information required
  - (i) Subject matter of information\*
  - (ii) The period to which the information relates\*\*
  - (i) Description of the information required\*\*\*
  - (ii) Whether information is required by post  
Or in person ( " the actual postal charges shall be included in additional fees)
  - (iii) In case by post( Ordinary, Registered or Speed Post)

Place  
Date

Signature of the applicant

- 
- Broad category of the subject to the indicated (such as grant/ Government land/Service matters/Licenses etc.)
  - Relevant period for which information is required to be indicated.
  - Specific details of the information are required to be indicated.
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## Acknowledgement

Received your application date \_\_\_\_\_  
 vide Diary No. \_\_\_\_\_ dated \_\_\_\_\_.

Signatures of Public Information Officer/  
 Assistant Public Information Officer

Name of the Department/Office \_\_\_\_\_

### 2. Fee

- (1) An application for obtaining any information under sub section (1) of section 6 shall be accompanied with a fee of Rupees ten.
- (2) For providing information under sub-section (1) of section 7, the fee shall be charged from the applicant at the following rates, namely:-
  - (a) Rs. 2/- for each page in A-4 or A-3 size paper, created or copied; and
  - (b) If information is to be provided on a large size of paper than that of specified in clause (a) the actual cost price of such a paper shall be charged.
- (3) For providing information under sub-section (5) of section 7, the fee shall be charged from the applicant at the following rates, namely:-
  - (a) Rs. 50/- for providing information in floppy;
  - (b) Rs. 50/- for providing information in diskettes and
  - (c) If information sought is of such a nature, which is contained in a printed document of which a price has been fixed, then that information will be provided after charging the price, fixed for that printed document. However, if only an extract or page of such a printed document is asked for, then a fee of Rs. 10/- per page shall be charged from the applicant.
- (4) No fee for inspection of record shall be charged, if such an inspection is made for one hour only. However, if inspection is made for a period of more than one hour, then a fee of rupees ten shall be charged for every fifteen minutes in excess of first hour. Every fraction of the period above fifteen minutes shall be construed as a complete period of fifteen minutes and it shall be charged as full period of fifteen minutes.