



## **University of Delhi**

### **Procedure for seeking information under the Right to Information Act, 2005**

Shri Ashwani Kumar  
Assistant Registrar (Info) & Central Public  
Information Officer  
Room No. 104, New Administrative Block,  
University of Delhi,  
Delhi – 110007  
Phone No. - 011-27662658 / 011-27001337  
Information Section – 011-27662658

Shri Jay Chanda  
Joint Registrar & First Appellate Authority  
Room No. 106, New Administrative Block,  
University of Delhi,  
Delhi – 110007  
Phone No. - 011-27667623

1. An application for obtaining information under the Right to Information Act, 2005 is required to be made to the Central Public Information Officer of the University.
2. The prescribed fees for filing the application is Rs.10/- by way of bank demand draft or banker's cheque or Indian Postal Order payable to the "Registrar, University of Delhi" at Delhi. The applicant may also make online payment by visiting the website of the University, [www.du.ac.in](http://www.du.ac.in) under the head 'Important Links' – 'Special Links' - 'Miscellaneous Online Fee Payment' – 'Miscellaneous Fee' – 'Fee' – 'RTI Fees'.
3. There is exemption in fees for citizens belonging to Below Poverty Line (BPL) category. Such citizens should send a copy of BPL card along with their application.
4. An Appeal can be preferred before the Joint Registrar & First Appellate Authority against the decision of the Central Public Information Officer of the University.
5. The applicant can also file RTI application and First Appeal through online registration portal of the Central Government on the link <https://rtionline.gov.in/>.