



**ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION**  
(A Statutory Body of the Government of A.P)  
I & II Floors, C-Block, Sri Mahendra Enclave, Tadepalli,  
Guntur – 522 501, Andhra Pradesh  
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## **Procedure to obtain information from the A.P. State Council of Higher Education**

A person who desires to obtain information as defined under section 2(f) of “Right to Information Act - 2005” shall make a request in writing or through electronic means in any official language to the Public Information Officer, APSCHE.

### **Section 2 (f) of RTI Act – on ‘right to information’ means**

*The right to information accessible under this Act which is held by or under the control of any public authority and includes the right to :-*

- (i) *Inspection of work, documents, records*
- (ii) *Taking notes, extracts or certified copies of documents or records*
- (iii) *Taking certified samples of material*
- (iv) *Obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.*

### **Disposal of the applications submitted under RTI Act:**

1. The request for information by a person shall generally be answered under RTI Act as follows

Transfer of application to another Public Authority	:	5 days
Answering RTI Application	:	30 days

2. Where an application is made for an information

- Which is held by another authority; or
- The subject matter of which is more closely connected with the functions of another public authority, the application shall be transferred to appropriate authority and inform the applicant as soon as practicable but in no case later than 5 days from the receipt of application .
- Where a request has been rejected, the information officer shall communicate to the person (a) the reasons for such rejection (b) the period within which an appeal against such rejection may be preferred (c) the particulars of the appellate authority.
- Information shall ordinarily be provided in the form in which it is sought unless it would disproportionately divert the resources of the public authority or would be detrimental to the safety or preservation of the record in question.

## **Fee Prescribed**

As per section 7 (5) of “Right to Information Act-2005”, the applicant has to pay the prescribed fee along with the application. The fee prescribed varies with the type of information a person requires.

Application fee to accompany request for obtaining information

- |       |  |   |                         |
|-------|--|---|-------------------------|
| (i)   | in respect of PIOs at village level    | : | no cost                 |
| (ii)  | in respect of PIOs at mandal level     | : | Rs. 5/- per application |
| (iii) | in respect of PIOs at other than above | : | Rs.10/- per application |

Fee to be charged for providing information

- |       |                                   |   |                                   |
|-------|-----------------------------------|---|-----------------------------------|
| (i)   | Printed material A4 or A3         | : | Rs. 2/-                           |
| (ii)  | Printed material other than above | : | Actual cost                       |
| (iii) | Material in 1.44 MB Floppy        | : | Rs. 50/-                          |
| (iv)  | Material in 700 MB CD             | : | Rs. 100/-                         |
| (v)   | Material in DVD CD                | : | Rs. 200/-                         |
| (i)   | inspection of Records             | : | Rs. 5/- from 2 <sup>nd</sup> hour |
| (ii)  | Material to be sent by post       | : | Actual postal charges             |
| (vii) | White card holder                 | : | Free of cost                      |

In case the information to be provided runs into several pages, the applicant is required to pay additional amount to the extent of Rs.2/- per page in addition to postal charges.

The fee is to be paid in the form of a Cheque / DD on any nationalize bank in the name of Secretary, APSCHE, payable at Hyderabad.

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