MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL
(Formerly WEST BENGAL UNIVERSITY OF TECHNOLOGY)
Main Campus: NH 12, Haringhata, Post Office - Simhat, Police Station – Haringhata, Pin – 741249
City Office: BF-142, Sector -I, Salt Lake, Kolkata – 700 064

Ref No: MAKAUT/REG-017/2026/576

Date: 09.10.2026

NOTIFICATION

Sub: Procedure for submission, receipt, processing and disposal of applications seeking information under the **Right to Information Act, 2005 (RTI Act, 2005)** and payment of prescribed application fee and further fee

In view of the provisions of the Right to Information Act, 2005, as amended from time to time, and the West Bengal Right to Information Rules, 2006, as amended from time to time, and with a view to ensuring proper, uniform, orderly and time-bound processing of applications received under the said Act by Maulana Abul Kalam Azad University of Technology, West Bengal (MAKAUT, WB), the following procedure is hereby notified for strict compliance by all concerned.

The West Bengal Right to Information Rules, 2006 prescribe an application fee of Rs.10/- for an application under Section 6(1) and prescribe charges for providing information, including Rs.2/- for each page of A-4/A-3 size paper created or copied.

The amendment to the said Rules in 2008 specifically provides for requests made **through e-mail and prescribes the manner of payment of the application fee in such cases. The said amendment further provides for processing of such request upon receipt of the prescribed application fee and non-delivery of information unless the requisite application fee has been received.**

1. Submission of RTI Application

Any person seeking information under the Right to Information Act, 2005 (hereinafter referred to as "the Act") from MAKAUT, WB shall submit an application in accordance with Section 6 of the Act and the applicable Rules. The application shall contain sufficient particulars to enable the designated State Public Information Officer (SPIO) to identify the information sought and locate the relevant records.

2. Mandatory Application Fee

Every RTI application shall be accompanied by the prescribed application fee of Rs.10/- (Rupees Ten only), unless the applicant is entitled to exemption under the applicable law/rules. The application fee is separate from any further fee payable for supplying copies or otherwise providing access to information.

3. Manner and Mode of Remittance of Application Fee

The prescribed application fee of Rs.10/- shall be remitted in favour of "Maulana Abul Kalam Azad University of Technology, West Bengal (MAKAUT, WB)". The fee shall be remitted through the mode prescribed/accepted by the University from time to time, including, wherever applicable, Demand Draft/ Banker's Cheque/ Indian Postal Order. Where payment is made through an instrument, the instrument shall be drawn/payable in favour of "Maulana Abul Kalam Azad University of Technology, West Bengal (MAKAUT, WB)". The applicant shall mention the particulars of such payment in the RTI application.

4. RTI Applications Submitted through E-mail

Where an RTI application is submitted through e-mail, the applicant shall remit the prescribed application fee of Rs.10/- in favour of MAKAUT, WB and shall mention in the e-mail the amount remitted, mode of remittance, Demand Draft/Banker's Cheque/Indian Postal Order number and date, wherever applicable, and such other particulars as may be necessary for verification of payment. A scanned copy/evidence of the payment instrument or receipt shall be enclosed with the e-mail application, wherever applicable.

5. Consequence of Non-payment of Application Fee

Where an RTI application is received without the prescribed application fee, or where the applicant fails to establish that the prescribed fee has been duly remitted in favour of MAKAUT, WB, the application shall be treated as deficient for the purpose of processing. **In the case of an e-mail application, the request shall not be processed for furnishing information until the prescribed application fee has been received and verified, subject to the provisions of the Act and applicable Rules.**

6. Exemption from Application Fee

The provisions relating to payment of the application fee shall not apply where the applicant is legally entitled to exemption under the applicable law/rules. The applicant shall indicate the basis of such exemption and furnish requisite proof wherever required. Where the claimed exemption is not established in accordance with law, the applicant shall be informed of the requirement to deposit the prescribed fee.

7. Receipt and Processing by the Designated SPIO

Upon receipt of a duly constituted application accompanied by the prescribed fee, or upon establishment of entitlement to exemption, the application shall be placed before the designated State Public Information Officer (SPIO), MAKAUT, WB, for necessary action. All sections/officers receiving communications which appear to constitute RTI applications shall promptly forward the same to the designated SPIO/RTI Cell.

8. Information to which the Act Applies

The SPIO shall provide information which is available with or under the control of MAKAUT, WB and is disclosable under the Act. The exemptions and other restrictions contained in the Act shall apply wherever attracted.

9. No Obligation to Create, Generate or Reconstruct Information

MAKAUT, WB shall not create information which does not exist in its records, generate a fresh opinion or interpretation, undertake research or analysis, or collect and collate information in a form which is not maintained by the University, except to the extent specifically required by the Act.

10. Statutory Period for Disposal

The SPIO shall dispose of the duly constituted RTI application within the period prescribed under Section 7 of the Act.

11. Further Fee for Copies

Where information is permissible to be supplied and copies of records/documents are required to be provided, the applicant shall pay the further fee prescribed under the applicable Rules, in addition to the application fee. For copies on A-4/A-3 size paper, the prescribed fee is Rs.2/- per page.

12. Other Prescribed Charges

The applicable charges under Rule 4 of the West Bengal Right to Information Rules, 2006 include the following: A-4/A-3 copy – Rs.2/- per page; large-size paper – actual cost; sample/model – actual cost; inspection – Rs.5/- per 15 minutes or fraction thereof; diskette/floppy, wherever applicable – Rs.50/-; printed information/publication/extract – as prescribed. The applicable rate shall be the rate in force at the relevant time, subject to the Act, Rules and Government instructions.

13. Intimation of Further Fee

Where further fee is payable, the SPIO shall intimate the applicant of the information/copies proposed to be supplied, number of pages/copies wherever ascertainable, applicable rate, total amount payable, prescribed mode of remittance, and such payment particulars as are necessary for remittance and verification.

14. Mode of Payment of Further Fee

The further fee shall be remitted in favour of "Maulana Abul Kalam Azad University of Technology, West Bengal (MAKAUT, WB)" through the mode prescribed/accepted by the University. Where applicable, payment may be made through Demand Draft/Banker's Cheque/Indian Postal Order. The applicant shall furnish adequate particulars/evidence of payment.

15. **No Supply of Copies Before Payment of Further Fee**

Where further fee is lawfully payable for providing copies/information, MAKAUT/SPIO shall not be required to furnish such copies/information until the requisite further fee has been received, subject to the provisions of the Act. Payment of the initial Rs.10/- application fee shall not be treated as payment of the further copying fee.

16. Consequence of Non-payment of Further Fee

Where MAKAUT has intimated the applicant regarding further fee payable for supplying copies and the applicant fails to remit the requisite amount in favour of MAKAUT, WB, MAKAUT shall not furnish the copies/information for which such further fee remains unpaid, subject to the provisions of the Act. MAKAUT shall not incur expenditure from University funds towards copying/reproduction of records for an individual information seeker where the prescribed statutory further fee remains unpaid.

17. Partial Payment

Where only part of the further fee is deposited, the SPIO shall deal with the matter in accordance with the Act and Rules. The applicant shall not automatically become entitled to copies corresponding to the unpaid portion merely because the initial application fee has been paid.

18. Period Relating to Further Fee

Where further fee is payable, the provisions of Section 7(3) of the Act concerning intimation of further fee and the statutory treatment of the period between such intimation and payment shall apply.

19. Free Supply Where Specifically Mandated

Nothing contained in this Notification shall affect any case where information is required to be furnished without charge under the Act, including cases to which Section 7(6) is applicable.

20. Inspection

Inspection of records, wherever legally permissible, shall be arranged subject to the applicable Rules and the administrative arrangements of MAKAUT, WB. The prescribed inspection fee shall be payable in accordance with the applicable Rules.

21. Applications Relating to Information Held by Another Public Authority

Where an application relates to information held by another public authority and the conditions of Section 6(3) are satisfied, the application or relevant part thereof shall be dealt with in accordance with the said provision.

22. Premature Approach to First Appellate Authority

It has come to the notice of the University that, in certain cases, information seekers approach the First Appellate Authority before expiry of the statutory period available to the SPIO for disposal of the application, and in some instances even before compliance with basic requirements such as payment of the prescribed application fee. The First Appellate Authority shall entertain and dispose of appeals strictly in accordance with Section 19(1) of the Act. Where an appeal is presented before the statutory occasion for filing such appeal has arisen, the same may be treated as premature and dealt with in accordance with law. The submission of a premature appeal shall not by itself curtail the statutory period available to the SPIO for dealing with a duly constituted application.

23. Appeal in Relation to Further Fee or Decision

Where the applicant is aggrieved by a decision of the SPIO, including a decision concerning further fee or the form of access to information, the applicant may avail the statutory appellate remedy available under the Act. Nothing in this Notification shall be construed as preventing such statutory appeal.

24. Direct Approaches to University Officers

Information seekers are advised that correspondence relating to an RTI application shall be addressed to the designated SPIO/authorised receiving authority. Direct correspondence with the Vice-Chancellor, Registrar, Heads of Departments or other University officers shall not substitute the statutory procedure prescribed for submission and processing of an RTI application, unless the communication is required to be dealt with under the Act by the concerned authority.

25. Repetitive/Multiple Requests

Where an information seeker submits multiple, repetitive or substantially identical applications relating to the same subject matter, the SPIO shall deal with each request in accordance with the Act and applicable Rules, taking into account information already supplied and records available with the University. Nothing in the Act shall require MAKAUT to repeatedly reproduce information already furnished where the same information is sought again, subject to the Act.

26. Responsibility of University Sections

All officers and employees of MAKAUT, WB shall extend necessary assistance to the SPIO for locating records and processing RTI applications. The concerned section shall not retain an RTI application unnecessarily or delay transmission of records required by the SPIO.

27. Maintenance of Records

The RTI Cell/SPIO shall maintain appropriate records regarding receipt of applications, application fee, fee exemption, deficiencies communicated, further fee demanded, payment of further fee, information furnished, disposal of applications, first appeals and disposal of appeals.

28. Protection of University's Statutory Rights

Nothing contained in this Notification shall be construed as requiring MAKAUT, WB to furnish information exempt from disclosure under the Act; create information which is not available in its records; incur expenditure for furnishing copies where statutory further fee remains unpaid; waive any fee lawfully payable under the Rules; process a deficient request as though it were a duly constituted application; or forego any statutory exemption, defense or remedy available to the University under the Act.

29. Saving Clause

This Notification is intended to regulate the administrative procedure for efficient implementation of the Act within MAKAUT, WB. In the event of any inconsistency between this Notification and the Right to Information Act, 2005, the West Bengal Right to Information Rules, 2006, or any subsequent statutory amendment/Government instruction, the provisions of the Act, Rules and subsequent statutory/Government directions shall prevail.

30. Effective Date

This Notification shall come into force with immediate effect. All concerned are directed to comply with the above procedure.

This has got reference to the approval dated 09.10.2026 of the Competent Authority in file No REG-017/2026.

Sd/-
(Dr. S. K. Maity)
Registrar (Addl. Charge)
& Inspector of Colleges
MAKAUT, WB

Copy forwarded for information and necessary action to:

1. The P.A to the Hon'ble Vice-Chancellor, MAKAUT, WB – Please bring it into the kind notice to the Hon'ble Vice Chancellor.
2. The State Public Information Officer (SPIO), MAKAUT, WB.
3. The Assistant State Public Information Officer, MAKAUT, WB.
4. The First Appellate Authority under the RTI Act, MAKAUT, WB.
5. All Officers, MAKAUT, WB.
6. The Controller of Examinations, MAKAUT, WB/ The Assistant Controller of Examinations, MAKAUT, WB/ The Assistant Registrar, MAKAUT, WB/ The Assistant Librarian, MAKAUT, WB
7. All Directors, MAKAUT, WB.
8. All Heads of the Departments, MAKAUT, WB.
9. All Faculty Members, MAKAUT, WB.
10. All Staff Members, MAKAUT, WB.
11. The Information Scientist, MAKAUT, WB- with a request to kindly upload this in our University website.
12. Office File
13. Guard File

(Dr. S. K. Maity)
Registrar (Addl. Charge)
& Inspector of Colleges
MAKAUT, WB

Type and Checked by: Supriya Das
09.10.26

Registrar
Maulana Abul Kalam Azad University
of Technology, W.B.
(Formerly West Bengal University of Technology)
NH-12, Simhat, Haringhata, Nadia-741249, W.B., India