

**ANNEXURE -E**

CENTRAL MANUFACTURING TECHNOLOGY INSTITUTE, TUMKUR ROAD, BENGALURU 560022

**Procedure for obtaining information from CMTI under Right to Information Act (RTI): (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.res.in](http://www.cmti.res.in)
2. In case the information required is to be supplied to the applicant by the Institute, the applicant shall either
  - a. Submit the application directly to CPIO CMTI, along with the prescribed application fee in form of electronic mode in favour of CMTI payable at Bengaluru. Or
  - b. Pay the application fee by depositing the cash with the accounts dept. and on obtaining the receipt from accounts, the applicant shall submit the application along with the receipt to the CPIO CMTI, for the supply of the information furnishing the details of the required information.
3. The Information will be made available within thirty 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 Demand Draft 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 to:

**Shri Puran Kumar**  
**Agarwalla, FA&CAO**  
Central Public Information Officer (CPIO)

Shall process the application 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 appellate authority:

**Dr Nagahanumaiah, Director**  
Appellate Authority under the Right to Information Act.

Central Manufacturing Technology Institute,  
Bengaluru – 560022.