



GACP PLB

## GOVERNMENT AUTONOMOUS COLLEGE

Phulbani, Kandhamal, 762 001

Email: [govtcollegephulbani@gmail.com](mailto:govtcollegephulbani@gmail.com)

URL: <http://www.govtcollegephulbani.org>

No. 272

Date. 24-04-22

### STATUTORY DECLARATION U/S 4(1)(B) OF RTI ACT-2005

1. Citizen can seek information regarding the activities of the college by submitting a written request with details like Name, address, Contact Numbers, and particulars of information sought. The reason for seeking information need not be given. The duly signed request may be addressed to the public information officer, Govt. Autonomous College, Phulbani, Teraguda, College square, Phulbani, Kandhamal, Odisha with the required fees of Rs 10(Ten) only, copies of documents will be charged according to the rate fixed by state information commission of Odisha.

If the replying not received in time or if the information is not given, you can tender appeal to the First Appellate Authority.

### **Officials as per RTI Act-2005**

1.	Sri Panchanan Behera. Principal I/C	First Appellate Authority	9439239103
2.	Ashok Kumar Naik	PIO	7978473875
3.	Manoj Kumar Mallick	APIO	8763287349

## **2. RTI STEPS IN GOVT. AUTONOMOUS COLLEGE, PHULBANI**

- Write a formal application may be typed or neatly hand written, where in mention atop “Application under RTI Act-2005”
- You can write RTI application in English, Hindi or the official languages of the area  
Address the application to “PIO”
- State your request in the form of specific, detailed questions. Ask for documents or extracts of the documents, if required. To obtain documents, the applicant has to make a payment of Rs 2(two) per page.
- Attach Government RTI fee in the form of IPO/DD/MO etc as applicable with the RTI application. Pay fees to the Principal, Govt. autonomous College, Phulbani.
- Provide your full name, address, contact details, email address and sign the application cleanly with date.
- Take a photo copy for your future references. At the end of the application make a declaration that you are an Indian citizen.
- The law mandates that, information be provided within 30 days. If this does not happen, you can file an appeal addressed to “The Appellate Authority” with name of the department and address.



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**RTI APPLICATION FORM FOR GOVT. AUTONOMOUS COLLEGE, PHULBANI.**  
**ANNEXURE "A"**

(See rule 3)

Format of Application for obtaining information under  
The Right to Information Act 2005Affix  
Court fee  
stamp of  
Rs.10/-

To	The Public Information Officer, (Name of the office with address)		:	
1.	Full Name of applicant		:	
2.	Father/Spouse Name		:	
3.	Permanent Address		:	
4.	Particulars in respect of identify of the Applicant.		:	
5.	Particulars of information solicited		:	
	(i)	Subject matter of information	:	
	(ii)	Period to which the information relates	:	
	(iii)	Description of information required : (Details may be attached on additional A4 size paper if required)	:	
	(iv)	Whether information is required by post or in person :	:	
	(v)	In case by post (Ordinary, Registered or Speed) :	:	
4.	Whether the applicant is below poverty line (If yes, attach a photocopy of the proof thereof)		:	
5	I do hereby declare that I am an Indian Citizen			
	Place :			
	Date :			
				Signature of the applicant

**3. INFORMATION AVAILABLE TROUGH RTI**

- a. Infrastructure-land, rooms, furniture, equipment etc.
- b. NAAC/Autonomy Status-validity dates, funds received etc.
- c. Students Profile-enrolment, social category breakup etc.
- d. Scholarships-PMS, Merit, and others
- e. Academics-time tables, syllabi, academic calendars, facilities available, fees etc.
- f. Examinations-registration, results, NAD, question setting, valuation, examination rules, fees etc.
- g. Teachers Profile -department, qualification, research activities etc.
- h. Government Quarters accommodation-allotment, rules etc.
- i. Establishment-staff position, work distribution, guest faulty engagement etc.
- j. Accounts-receipt from various sources, expenditures made etc.
- k. Hostels-Accommodation available, terms and conditions, admission fees, mess charges etc.
- l. Library-facilities available, stock of books, purchases, functioning etc.
- m. NCC/YRC/NSS etc.-functioning and funds collected and spent
- n. Government Projects-about government projects-receipt and expenditures
- o. Self-financing-any matter related to self-financing
- p. Any other non-confidential matters

Memo No. 272

Copy to PIO/APIO/ All Office Sections/All Hostels/IQAC coordinator for information and necessary action

*[Signature]*  
PRINCIPAL 24-4-22

*[Signature]*  
Principal  
Govt. Auto. College  
Phulbani

*[Signature]*  
PRINCIPAL 24-4-22  
Principal  
Govt. Auto. College  
Phulbani