

1. Introduction

This Manual has been brought out in order that all citizens shall have access to information from the Tamil Nadu Agricultural University (TNAU), Coimbatore, Tamil Nadu under the Right to Information Act 2005.

Procedure and fee structure for obtaining information

- i) A person who desires to obtain any information under this Act shall make a request in writing or through electronic means in English or Tamil to the Public Information Officer, Tamil Nadu Agricultural University, Coimbatore – 641 003, Tamil Nadu.
- ii) Every application for obtaining information shall be accompanied by an application fee of Rs.10/- (Rupees Ten only) by demand draft drawn in favour of "The Comptroller, Tamil Nadu Agricultural University, Coimbatore-3" payable at "Coimbatore".
- iii) Where a decision is taken to provide the information an additional fee representing the cost of providing the information shall be charged. The fee should be paid by demand draft drawn in favour of "The Comptroller, Tamil Nadu Agricultural University, Coimbatore-3" payable at "Coimbatore". The details are given below.
 - a. Rupees two for each page (A-4 or A3 size paper) created or copied.
 - b. Actual charge or cost price of a copy in large size paper.
 - c. Actual cost or price for samples or models.
 - d. For information provided in diskette - Rupees Fifty per diskette or Floppy.
 - e. For information provided in printed form at the price fixed for publication.
 - f. For inspection of records, no fee for the 1st hour, and a fee of rupees five for each one hour (or fraction thereof) there after.
- iv) On receipt of a request, as expeditiously as possible and in any case within thirty days, the information shall be provided or refusal / rejection will be intimated.