

THE RIGHT TO INFORMATION ACT 2005

As per the Office Order B1/2918/09 dated, 15/06/2009 Prof. D.P. Balachandran, Professor in Electrical Engineering, College of Engineering, Thiruvananthapuram is nominated to take the charges of Public Information Office of this Institution w.e.f 15/06/2009.

Sl. No.	Designation under RI Act	Name & Designation of the Officer	Phone No. & Email ID	Location of Office/Room No.
1.	Public Information Officer	Prof. D.P. Balachandran, Prof. in Electrical Engineering, College of Engineering, Thiruvananthapuram-16.	0471-2515632 (O) 0471-2534560 (R) Email: dpbchandran@yahoo.co.in	Main Building Room No. 234
2.	Assistant Public Information Officer	Sri. Sudarsanakumar.V, Senior Superintendent (Establishment), College of Engineering, Thiruvananthapuram-16.	0471-2515558	Administrative Office (Main Building)
3.	Appellate Authority	Dr. J. Letha, Principal, College of Engineering, Thiruvananthapuram-16.	0471-2515555	Main Building

Procedure for seeking information

1. A request for obtaining information shall be made to the Public Information Officer or through the Asst. Public Information Officer as the case may be accompanied by an application fee of Rupees Ten.
2. The application fee shall be paid in any of the following manner namely:
 - a) By affixing Court Fee stamp or
 - b) By remitting the amount in the Government Treasury under the Head of Account "0070-60-800-36"
 - c) By cash remittance against proper receipt in the Office of College of Engineering, Thiruvananthapuram-695 016.
 - d) By DD / Bankers Cheque / Pay Order / Postal Order payable to the Principal, College of Engineering, Thiruvananthapuram-695 016.

Fee for Providing Information

For providing information, fee shall be charged at the following rates namely:

- a) Rs. Two for each Page in A4 size paper
- b) Actual charge or cost price of the copy in larger size paper
- c) Actual charge or cost price of sample or models, maps, plans, etc and
- d) For inspection of records; no fee for first hour, and a fee of Rs. Ten for every subsequent 30 minutes or fraction there of.

PUBLIC INFORMATION OFFICER