

MANUALS PUBLISHED IN PURSUANCE OF SECTION 4(1) (B) OF THE RIGHT TO INFORMATION ACT, 2005 (22 OF 2005) (UPDATED ON 10.05.2025)

1: ORGANIZATION AND FUNCTION

1.1- PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES {SECTION 4(1) B (I)}

About IIT (BHU)

The Indian Institute of Technology (Banaras Hindu University), Varanasi owes its existence to the far-sighted vision and relentless efforts of the founder of the Banaras Hindu University Bharat Ratna Mahamana Pandit Madan Mohan Malaviya ji. Three engineering and technological institutions were established by Malaviya Ji, viz, the Benaras Engineering College (BENCO) in 1919, the College of Mining and Metallurgy (MINMET) in 1923 and the College of Technology (TECHNO) in 1932, as the constituent units of Banaras Hindu University.

To provide strong integrated educational base, BENCO, MINMET and TECHNO & Pharmaceutical Engineering & Technology established in 1932 were merged to form the Institute of Technology (IT, BHU) in 1968. On June 29, 2012, the Institute of Technology, B.H.U. was converted into Indian Institute of Technology (Banaras Hindu University), Varanasi by an Act of Parliament.

At present, the Institute has 15 departments and three interdisciplinary schools that include the newly established Department of Architecture, Planning and Design. Central facilities in the Institute include the recently established Supercomputing Centre, Computing and Information Services (CCIS), Central Instrumentation Facility (CIF), Main Workshop, Shreenivas Deshpande Library, and Industrial Consultancy & Testing Services. Besides, the Teaching and Learning Cell (TLC) extends expert training in pedagogy, course delivery, laboratory projects, and assessment and facilitating online courses. Institute has also started a two-year M.Sc. programs in Physics and Chemistry from the academic session 2019-20. Intending to expand its academic programs, the Department of Computer Science & Engineering has started the M.Tech. Courses specializing in Artificial Intelligence (AI) and Internet of Things (IoT) from the academic session 2021-22.

The current student strength is 7980 with 4359 B. Techs, 1674 IDDs and 74 B.Archs., 645 M. Techs, 97 M.Sc., 86 M. Pharms. and 1045 Ph.D. students after Ph.D. admission of even semester 2022-23. The Institute offers Ph.D. programmes in 15 departments, M.Tech. programme in 13 streams/specializations, M.Pharm. programme in one stream/specialization, B.Tech. programmes in 10 engineering departments, Dual Degree (B.Tech. and M.Tech.) programmes in 14 engineering departments/schools/science departments, B.Arch. programme in 1 department (Department of Architecture, Planning and Design, established in 2019-20), besides a preparatory course for SC/ST students during the year under report.

The current strength of regular faculty members of the Institute is 349. In addition to this, 07 visiting professors also contribute to the academic activities of the Institute. Further, under the alums visiting program, alumni also participate in teaching and help the students learn about latest industry practices and keep them abreast about the skill requirements in various industry sectors. This adds practical value to the overall education being imparted to the students. Furthermore, the number of technical/scientific staff is 241, and the non-technical staff is 192. Faculty and students are actively engaged in frontier research and mission oriented activities. Institute has been witnessing realization of several significant

academic and developmental programmes and new initiatives in all spheres of education and research.

Institute working hours:

- **Academic Departments:** Monday to Friday; 09:30 AM to 06:00 PM (lunch break of 2 hours in between; varies from department to department)
- **Administration:** Monday to Friday 09:30 AM to 06:00 PM (lunch break 1:30 PM to 2:00 PM)
- **Student Health Centre:** Health care facilities are available at University Student Health Care Complex of the Banaras Hindu University during day time and round the clock health care is available at Sir Sunderlal Hospital of the Banaras Hindu University.
- **Joint Chief Proctor Office:** Round the clock
- **Library:** Monday to Sunday: 08:00 AM to 11:00 PM
- **Workshop: For Office** - Monday to Saturday: 09:30 AM to 06:00 PM with half an hour lunch break from 1:30 PM to 2:00 PM
For Academic, Workshop & Laboratory – Monday to Friday 8:00 AM to 5:30 PM with lunch break from 12:00 noon to 01:30 PM
- **Hostel:** Round the clock
- **Gymkhana:** Monday to Friday: 6:00 AM to 8:00 PM with usual lunch break.

Undergraduate Programmes:

IIT (BHU), Varanasi offers 4-Year B.Tech., 5-Year B. Arch. and 5-Year Dual Degree programmes to the Candidates who got selection through JEE (Advanced) and on the basis of the All India Rank. 2-Year M.Sc. programmes started from the session 2019-20 in the Department of Physics and Chemistry, the candidates were selected through JAM, jointly conducted by the IITs. 2-Year M.Tech./M.Pharm. programmes, candidates got admitted on the basis of GATE/GPAT score. Candidates were also selected for the M.Tech. programme under the Sponsored and Q.I.P. programmes through interviews and/or written tests. Selection for the Ph.D. programmes was done through tests/interviews, the candidates must have qualified the GATE or GPAT or UGC/CSIR-NET.

Courses in the undergraduate programmes:

Programmes	Courses
Bachelor of Technology (B.Tech.)	Ceramic Engineering, Chemical Engineering, Civil Engineering, Computer Science and Engineering, Electrical Engineering, Electronics Engineering, Mechanical Engineering, Metallurgical Engineering, Mining Engineering and Pharmaceutical Engineering & Technology, B.Pharm & IDD (B.Pharm-M.Pharm/IMD degree prior to 2014-15).
Master of Pharmaceutical Engineering & Technology	Pharmaceutical Engineering & Technology
Bachelor of Architecture, Planning and Design	Architecture, Planning and Design

Dual Degree (B.Tech. and M.Tech.)	Biochemical Engineering with M.Tech. in Biochemical Engineering and Biotechnology, Bioengineering with M.Tech. in Biomedical Technology, Ceramic Engineering, Civil Engineering with M.Tech. in Structural Engineering, Computer Science and Engineering, Electrical Engineering with M.Tech. in Power Electronics, Materials Science and Technology, Mechanical Engineering, Metallurgical Engineering and Mining Engineering, Engineering Physics, Industrial Chemistry, Mathematics, Computer Science and Pharmaceutical Engineering & Technology, B.Pharm & IDD (B.Pharm-M.Pharm/IMD degree prior to 2014-15).
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IIT (BHU) follows semester system. An academic year consists of two semesters each of approximately 13 weeks duration. The odd semester begins in the third week of July and ends in the first week of December. The even semester begins in the fourth week of December and ends in the first week of May. Besides these a Summer Term is also included in an academic session. Each theory and laboratory course has certain number of credits assigned to it depending on its lecture, Practical and Tutorial, contact hours in a week. Each course is coordinated by a Coordination Committee, which has full responsibility for teaching the course, holding the periodical and end semester examinations and awarding of grades. A student's performance is measured by the number of credits that he/she has earned and also by the Semester Performance Index (SPI)/Cumulative Performance Index (CPI) earned by him/her for a semester/program.

Postgraduate Programmes:

Postgraduate programs include Master of Technology (M.Tech.)/Master of Pharmacy (M.Pharm.) and Ph.D. degrees. Admissions to the M.Tech. programmes are made through the Graduate Aptitude Test in Engineering (GATE) conducted jointly by the IITs and to M.Pharm. programme through the Graduate Pharmacy Aptitude Test (GPAT) conducted by IISc, Bangalore.

Departments:

IIT (BHU) has 18 academic units including 10 Engineering Departments, 3 Science Departments, 3 Interdisciplinary Schools, 01 Department of Humanistic Studies and 01 Department of Architecture, Planning and Design. The academic departments at IIT (BHU) Varanasi are:

- **Engineering Departments:** Ceramic Engineering, Chemical Engineering, Civil Engineering, Computer Science & Engineering, Electrical Engineering, Electronics Engineering, Mechanical Engineering, Metallurgical Engineering, Mining Engineering, Pharmaceutical Engineering & Technology.
- **Sciences Departments:** Chemistry, Mathematical Sciences, Physics
- **Interdisciplinary Schools:** Biochemical Engineering, Biomedical Engineering, Materials Science and Technology
- **Humanistic Studies:** Department of Humanistic Studies

➤ **Architecture, Planning and Design:** Department of Architecture, Planning and Design

The Departments of Metallurgical Engineering, Electronics Engineering, Mining Engineering and Chemical Engineering & Technology have been recognized as Centers of Advanced Studies (CAS) by the University Grants Commission (UGC) of India. The departments are supported under the FIST, SAP and DST schemes of the Government of India.

Facilities

The Institute has well equipped laboratories and workshops, computer facilities in all departments/schools in addition to a Central Computer Centre. In addition to departmental facilities, a Central Instruments Facility consisting of sophisticated instruments is available to support advanced research. The Institute has a Shreenivas Deshpande Library along with many Departmental Libraries. These libraries house more than 200,000 books and subscribe to a large number of scientific and technical journals. Online access of journals is available. All the students are provided with textbook bank facilities where limited number of books is issued to them for full semester.

1.1.1 - Name and Address of the Organization:

The Registrar

Indian Institute of Technology (B.H.U.), Varanasi Varanasi -221005 (UP)

Ph. (O) 2367780

E mail : registrar@iitbhu.ac.in

1.1.2 - Head of the Organization: Prof. Amit Patra, Director

Director's Message: As the Director of IIT(BHU), Varanasi it gives me great pleasure to reaffirm our dedication to our vision of becoming a beacon of modern interdisciplinary technological advancement in the country. At IIT(BHU), Varanasi, we are not just focused on keeping pace with the rapidly evolving landscape of science and technology, but also, we aim to lead the charge, pioneering innovations that shape the future. In line with the vision of Mahamana ji, we are steadfast in our commitment to hold high the role of engineering and technology in laying a firm foundation for our nation's journey towards self-dependence and self-reliance. By nurturing a culture of innovation, entrepreneurship, and sustainability, we aim to equip our graduates with the skills and mindset needed to drive transformative changes and propel our nation towards a brighter future. Central to our mission is the pursuit of value-based excellence in science and technology education and research. We firmly believe that fostering a culture of integrity, ethics, and social responsibility is paramount in producing the next generation of leaders in these fields. Our commitment to imparting quality education is unwavering. Going forward, IIT(BHU), Varanasi will give more and more emphasis to inter-disciplinary research and collaboration with the industry and international peers to position ourselves in the top-rung of educational Institutions in our country and abroad. By embracing modern pedagogical approaches and designing curricula that reflect real-world challenges, we would try to ensure that our students are not just academically proficient but also well-prepared to tackle the complexities of today's globalized world.

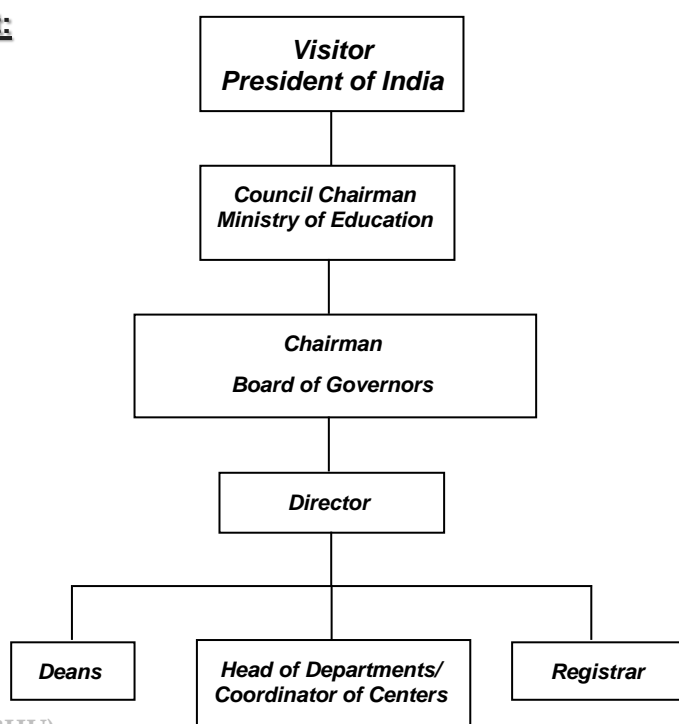
1.1.3 - Vision, Mission and Key Objectives: <https://iitbhu.ac.in/administration/vision>

1.1.4 - Functions & Duties

IIT (BHU) is an Institute of national importance created by an act of the Parliament through the Institutes of Technology (Amendment) Act, 2012 vide Gazette Notification dated 29.06.2012. Subject to the provisions of this Act, thereby inserting the subsection (1A), after Sub-section (1) in Section 6 of the principal Act, the Institute shall exercise the following powers and perform the following duties, namely:

- (a) To provide for instruction and research in such branches of engineering and technology, sciences and arts, as the Institute may think fit, and for the advancement of learning and dissemination of knowledge in such branches;
 - (b) To hold examinations and grant degrees, diplomas and other academic distinctions or titles;
 - (c) To confer honorary degrees or other distinctions;
 - (d) To fix, demand and receive fees and other charges;
 - (e) To establish, maintain and manage halls and hostels for the residence of students;
 - (f) To supervise and control the residence and regulate the discipline of students of the Institute and to make arrangements for promoting their health, general welfare and cultural and corporate life; (g) to provide for the maintenance of units of the National Cadet Corps for the students of the Institute;
 - (h) To institute academic and other posts and to make appointments thereto (except in the case of the Director);
 - (i) To frame Statutes and Ordinances and to alter, modify or rescind the same;
 - (j) To deal with any property belonging to or vested in the Institute in such manner as the Institute may deem fit for advancing the objects of the Institute;
 - (k) To receive gifts, grants, donations or benefactions from the Governments and to receive bequests, donations and transfers of movable or immovable properties from testators, donors or transferors, as the case may be;
 - (l) To co-operate with educational or other institutions in any part of the world having objects wholly or partly similar to those of the Institute by exchange of teachers and scholars and generally in such manner as may be conducive to their common objects;
 - (m) To institute and award fellowships, scholarships, exhibitions, prizes and medals; and
 - (n) To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Institute.
- 1 **(A)** Subject to the provisions of this Act, every Institute may strive to meet the technological needs of the States and the Union Territories included in its zone by-
- (a) Supporting and collaborating with technical education institutions located in the zone with a view to enhance their quality and capability;
 - (b) Advising the State Governments and the Union territories included in its zone in the matter of technical education and any technological issue referred by them to the Institute for advice.

1.1.5 - Organization Chart:



1.1.6 - Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt - Name of Director, Registrar, Deans and HoDs of the Institute

S.N.	Name	Designation	Link
1.	Prof. Amit Patra	Director	https://iitbhu.ac.in/administration/people
2.	Shri Rajan Srivastava	Registrar (Incharge)	
3.	Prof. Nilay Krishna Mukhopadhyay	Dean (Faculty Affairs)	
4.	Prof. Devender Singh	Dean (Academic Affairs)	
5.	Prof. Rajesh Kumar	Dean (Students Affairs)	
6.	Prof. Hiralal Pramanik	Dean (Resource & Alumni)	
7.	Prof. Vikas Kumar Dubey	Dean (Research & Development)	
8.	Dr. Prasanta Kumar Panda	Head, Humanistic Studies	https://iitbhu.ac.in/dept/hss/faculty
9.	Dr. Chandan Upadhyay	Coordinator, School of Materials Science and Technology	https://iitbhu.ac.in/dept/mst/faculty
10.	Dr. Ashutosh Kumar Dubey	Head, Ceramic Engg.	https://iitbhu.ac.in/dept/cer/faculty
11.	Dr. Rabi Narayan Mohanty	Head, Architecture, Planning & Design	https://iitbhu.ac.in/dept/apd/faculty
12.	Prof. Sairam Krishnamurthy	Head, Pharmaceutical	https://iitbhu.ac.in/dept/phe/faculty
13.	Dr. Amritanshu Pandey	Head, Electronics Engg.	https://iitbhu.ac.in/dept/ece/faculty
14.	Dr. Monoj Kumar Mondal	Head, Chemical Engg.	https://iitbhu.ac.in/dept/che/faculty
15.	Prof. Rajeev Kumar Singh	Head, Electrical Engg.	https://iitbhu.ac.in/dept/eee/faculty
16.	Prof. Rajendra Prasad	Head, Physics	https://iitbhu.ac.in/dept/phy/faculty
17.	Prof. Subir Das	Head, Mathematical Sciences	https://iitbhu.ac.in/dept/mat/faculty
18.	Dr. Bhaskar Biswas	Head, Computer Sci. & Engg.	https://iitbhu.ac.in/dept/cse/faculty
19.	Dr. Sanjay Kumar Rai	Coordinator, Bio-Medical Engg.	https://iitbhu.ac.in/dept/bme/faculty
20.	Dr. Sandeep Kumar	Head, Mechanical Engg.	https://iitbhu.ac.in/dept/mec/faculty
21.	Prof. Sasankasekhar Mandal	Head, Civil Engg.	https://iitbhu.ac.in/dept/civ/faculty
22.	Dr. N.C. Santhi Srinivas	Head, Metallurgical Engg.	https://iitbhu.ac.in/dept/met/faculty
23.	Prof. Suprakash Gupta	Head, Mining Engg.	https://iitbhu.ac.in/dept/min/faculty
24.	Dr. Pranjal Chandra	Coordinator, Bio-Chemical Engg.	https://iitbhu.ac.in/dept/bce/faculty
25.	Prof. Sundaram Singh	Head, Chemistry	https://iitbhu.ac.in/dept/chy/faculty

1.2- POWER AND DUTIES OF OFFICERS AND EMPLOYEES {SECTION 4(1) B (II)}

1.2.1 - POWER AND DUTIES OF OFFICERS (ADMINISTRATIVE, FINANCIAL AND JUDICIAL)

Director is the Principal Academic and Executive Officer of the Institute. The Director shall be responsible for the proper administration of the Institute and for the imparting of the instruction and maintenance of discipline therein. The Director has the power to incur expenditure in accordance with the procedure as may be laid by the Board/Ministry of Education from time to time.

Deputy Director is appointed by the Board on the recommendation of the Director, from among the faculty members of the Institute. The Deputy Director shall assist the Director in such academic and administrative work as may be considered necessary from time to time.

Dean(s) is appointed by the Board, from among the faculty members of the Institute, for performing such duties and functions and on such terms and conditions as the Board may decide from time to time.

Head of the Department is appointed by the Director, from among the Academic staff of the Institute. The Head shall be responsible for the activities under his/her charge subject to the direction and general control of the Director. It is the duty of the Head to see that the teaching, research and development, administrative and other activities and the decisions of the authorities of the Institute and of Director are faithfully carried out.

Registrar is the custodian of records, funds of Institute and such other properties of the Institute.

1.2.2 - Power and Duties Of Other Employee

Further, other officers of the Institute assumed power as per Statutes provisions [staff of the Institute assume powers, responsibilities and duties as assigned to them from time to time by the Competent Authority] https://iitbhu.ac.in/contents/institute/admin/doc/first_statutes_IIT_BHU_english.pdf

1.2.3 & 1.2.4 - Rules/Orders under which powers and duty are derived, exercised and work allocation: https://iitbhu.ac.in/contents/institute/admin/doc/it_act_amended.pdf

1.3 - PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY {SECTION 4(1) B (III)}

1.3.1 – Process of Decision Making – Identify Key Decision making Points

The Institute has a Director, 5 Deans, 3 Associate Deans, Registrar, 15 Heads of the Departments and 3 Coordinators of the schools, who carry out the various functions of the Institute. The Deans, the Registrar, Heads of Departments and Coordinators report to the Director. The Deputy Registrars/Assistant Registrars report to the Deans/the Registrar as per the division of work. Requisite powers have been delegated to the Deans, the Registrar, Heads of Departments and Coordinators of Schools, who are accountable for their actions.

1.3.2 - Final Decision-making authority: Director, IIT(BHU)

1.3.3 – Related Provisions, Acts, Rules etc.

The following manuals/documents give details of the procedures being followed in taking various decisions

Particulars	Link
a) Institutes of Technology Act, 1961 (as amended from time to time)	https://iitbhu.ac.in/contents/institute/admin/doc/it_act_amended.pdf
b) First Statutes of IIT (BHU)	https://iitbhu.ac.in/contents/institute/admin/doc/first_statutes_IIT_BHU_english.pdf
c) Purchase Manual of IIT (BHU)	https://iitbhu.ac.in/contents/institute/2021/notification/noti_stores_purchase.pdf
d) Fundamental Rules & Supplementary Rules of Govt. of India as amended from time to time	https://dopt.gov.in/sites/default/files/Compilation_FR_SR_English.pdf
e) General Financial Rules 2017, as amended from time to time	https://doe.gov.in/files/circulars_document/Compilation_of_amendments_in_GFR_2017_English_upto_31_12_2023_Final.pdf
f) CCS (Conduct) Rules, 1964, as amended from time to time	https://dopt.gov.in/sites/default/files/CCS_Conduct_Rules_1964_Updated_27Feb15_0.pdf

g) CCS(CCA) Rules, 1965, as amended from time to time	https://dopt.gov.in/ccs-cca-rules-1965
h) CCS (Pension) Rules 1972, CCS (Commutation of Pension) Rules 1981, CCS (Medical Examination) Rules 1957, Arrears of Pension (Nomination) Rules 1983 and Pension Act 1871	https://pensionersportal.gov.in/pension/rules/ccspen1.htm
i) General Provident Fund (Central Service) Rules 1960	https://www.doppw.gov.in/en/rulesregulations/general-provident-fund-central-services-rules-1960
j) Contributory Provident Fund Rules (India) 1962	https://www.doppw.gov.in/en/rulesregulations/contributory-provident-fund-rules-india-1962
k) New Pension Scheme (NPS), now termed as National Pension System, came in force with effect from 01.01.2004	https://www.india.gov.in/spotlight/national-pension-system-retirement-plan-all
l) CCS (LTC) Rules 1988	https://dopt.gov.in/acts/central-civil-services-leave-travel-concession-rules-1988-0
m) Ordinances & Regulations of all Courses	https://iitbhu.ac.in/dean/doaa/ordinances
n) Further Government of India Guidelines/Norms/Orders/Procedures as applicable to IITs from time to time.	https://dopt.gov.in/notifications/orders
o) UGC guidelines, if adopted, in certain cases of CSIR/DST.	https://www.ugc.gov.in/regulations/UGC_Regulations_university

1.3.4 - Time limit for taking a decision, if any: Depending upon the type of work and authorities involved, the time taken for a decision varies. The decisions are taken at different levels, mainly at BoG/FC/B&WC/Director, and in some cases it is at the level of Ministry of Education.

1.3.5 - Channel of supervision and accountability: The channel of supervision is as per the organization structure of IIT(BHU). Every employee is accountable for the duty assigned by the authority from time to time. The Citizen Charter of the Institute lays down broad guidelines for the disposal of work at various levels in the offices/departments.

https://iitbhu.ac.in/contents/institute/admin/doc/citizens_charter.pdf

1.4 - NORMS FOR DISCHARGE OF FUNCTIONS {SECTION 4(1) B (IV)}

1.4.1 - Nature of functions/services offered:

Primarily the Institute is teaching/research organization imparting knowledge of B.Tech./M.Tech./Ph.D. students beside consultancy services are also offered.

1.4.2 - Norms/standards for functions/service delivery:

Norms and standards for various activities of the Institute are those laid down by the competent authority, such as, the BoG, the Senate & the Finance Committee. The Annual Report is prepared under the direction of the BoG & the Senate. The Annual Report of the Institute along with Audited Accounts are tabled in both the Houses of Parliament every year.

IIT (BHU) is an Institution of National Importance devoted to teaching and research. The Offices/Departments/Centres/Hostels, etc. are located in BHU Campus, which facilitate quick communication channels to and fro. Senior Officers meetings under the chairmanship of the Director are held to examine and suggest actions to be taken for regular and continuous improvement of the work process. The general code for the discharge of its daily functions is to accomplish work on a day-to-day basis with effectivity and efficiency, keeping in view the requirements and urgency of each case.

1.4.3 - Process by which these services can be accessed: These services can be accessed by the stake holder's by addressing the concerned Head of the office/unit/department.

1.4.4 - Time-limit for achieving the targets: Targets are achieved as per the academic calendar prepared by the Institute. https://iitbhu.ac.in/contents/institute/dean/doaa/doc/calendar_24-25_odd.pdf
https://iitbhu.ac.in/contents/institute/dean/doaa/doc/calendar_24-25_even_revised.pdf

1.4.5 - Process of redressal of grievances:

The Institute has constituted separate grievance committees for faculty/non-faculty and students. These committees consider and examine grievances and recommend corrective action. The recommendations are considered by the Competent Authority and accordingly implemented as per approval. The link to various grievance committees of the institute is given below:

Faculty: [admin_gad_gcfm_20223.pdf \(iitbhu.ac.in\)](#)

Non-Faculty: [admin_nfqc_17236.pdf \(iitbhu.ac.in\)](#)

Internal Complaints Committee: [Admin- ICC | Indian Institute of Technology \(BHU\) \(iitbhu.ac.in\)](#)

IAPC: [admin_gad_anti_16342.pdf \(iitbhu.ac.in\)](#)

1.5 – ACTS, RULES, REGULATIONS, INSTRUCTIONS, MANUALS & RECORDS USED FOR DISCHARGING ITS FUNCTIONS {SECTION 4(1) B (V)}

1.5.1 - Title and nature of the record/ manual /instruction

1.5.2 - List of Rules, regulations, instructions manuals and records.

1.5.3 - Acts/ Rules manuals etc.

Particulars	Link
a) Institutes of Technology Act, 1961 (as amended from time to time)	https://iitbhu.ac.in/contents/institute/admin/doc/it_act_amended.pdf
b) First Statutes of IIT (BHU)	https://iitbhu.ac.in/contents/institute/admin/doc/first_statutes_IIT_BHU_english.pdf
c) Purchase Manual of IIT (BHU)	https://iitbhu.ac.in/contents/institute/2021/notification/noti_stores_purchase.pdf
d) Fundamental Rules & Supplementary Rules of Govt. of India as amended from time to time	https://dopt.gov.in/sites/default/files/Compilation_FR_S_R_English.pdf
e) General Financial Rules 2017, as amended from time to time	https://doe.gov.in/files/circulars_document/Compilation_of_amendments_in_GFR_2017_English_upto_31_12_2023_Final.pdf
f) CCS (Conduct) Rules, 1964, as amended from time to time	https://dopt.gov.in/sites/default/files/CCS_Conduct_Rules_1964_Updated_27Feb15_0.pdf
g) CCS(CCA) Rules, 1965, as amended from time to time	https://dopt.gov.in/ccs-cca-rules-1965

h) CCS (Pension) Rules 1972, CCS (Commutation of Pension) Rules 1981, CCS (Medical Examination) Rules 1957, Arrears of Pension (Nomination) Rules 1983 and Pension Act 1871	https://pensionersportal.gov.in/pension/rules/ccspen1.htm
i) General Provident Fund (Central Service) Rules 1960	https://www.doppw.gov.in/en/rulesregulations/general-provident-fund-central-services-rules-1960
j) Contributory Provident Fund Rules (India) 1962	https://www.doppw.gov.in/en/rulesregulations/contributory-provident-fund-rules-india-1962
k) New Pension Scheme (NPS), now termed as National Pension System, came in force with effect from 01.01.2004	https://www.india.gov.in/spotlight/national-pension-system-retirement-plan-all
l) CCS (LTC) Rules 1988	https://dopt.gov.in/acts/central-civil-services-leave-travel-concession-rules-1988-0
m) Ordinances & Regulations of all Courses	https://iitbhu.ac.in/dean/doaa/ordinances
n) Further Government of India Guidelines/Norms/Orders/Procedures as applicable to IITs from time to time.	https://dopt.gov.in/notifications/orders
o) UGC guidelines, if adopted, in certain cases of CSIR/DST.	https://www.ugc.gov.in/regulations/UGC_Regulations_university

1.6 - CATEGORIES OF DOCUMENTS HELD BY THE AUTHORITY UNDER ITS CONTROL {SECTION 4(1) B (VI)}

1.6.1- Categories of documents: The following are the categories of documents:

Category 1 Documents pertaining to Academics

- Academic curricula and syllabi of B.Tech/IDD/M. Tech/M. Pharm/Ph.D
 - Registration/Enrolment Record
 - Examination Records
 - Graduate Register
 - Tabulation Record
- UG & PG Ordinances & Regulations
- Annual Reports
- Minutes of Senate Meetings

Category 2 Documents pertaining to Sponsored Research & Consultancy

- Project Guidelines
- Industrial Consultancy Guidelines
- Booklets and Brochures Published from time to time
- Placement Brochure of Training & Placement Cell

Category 3 Documents pertaining to Finance and Accounts

- Purchase Rules
- Audit Reports
- Annual Accounts
- Donation and Endowment
- Delegation of financial power

Category 4 Documents pertaining to Administration

- Minutes of BoG Meetings
- Minutes of Finance Committee Meetings
- Minutes of Building and Works Committee Meetings
- Selection Committee Records
- Establishment/Leave/Record

1.6.2 - Custodian of documents/categories: The custodian of all the documents is the Registrar. Further, the documents pertaining to individual departments/units are under the custody of concerned unit in charge/head of the department.

1.7- THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF THE PUBLIC AUTHORITY {SECTION 4(1) B (VIII)}

1.7.1 - Name of Boards, Council and Committees etc.:

1.7.2 - Composition :

- Council of IITs (Composition of the council as per Chapter III of the Institutes of Technology Act 1961)
- Board of Governors <https://iitbhu.ac.in/administration/bog>
- The Senate <https://prev.iitbhu.ac.in/deans/doaa/senate>
- Finance Committee <https://iitbhu.ac.in/administration/fc>
- Building and Works Committee <https://iitbhu.ac.in/administration/bwc>

1.7.3 - Date of constitution

https://iitbhu.ac.in/contents/institute/admin/doc/first_statutes_IIT_BHU_english.pdf
https://iitbhu.ac.in/contents/institute/admin/doc/it_act_amended.pdf

1.7.4 - Term & Tenure:

https://iitbhu.ac.in/contents/institute/admin/doc/first_statutes_IIT_BHU_english.pdf
https://iitbhu.ac.in/contents/institute/admin/doc/it_act_amended.pdf

1.7.5 - Powers & Functions

https://iitbhu.ac.in/contents/institute/admin/doc/first_statutes_IIT_BHU_english.pdf
https://iitbhu.ac.in/contents/institute/admin/doc/it_act_amended.pdf

1.7.6 - Whether their meetings are open to the public:

The meeting is not open to the public. The meeting is attended by the committee members only.

1.7.7 - Whether the minutes of the meetings are open to the public: The minutes of the meetings of these committees are open to the public.

1.7.8 - Place where the minutes if open to the public are available:

https://iitbhu.ac.in/administration/meeting_minutes

1.8 - THE DIRECTORY OF OFFICERS AND EMPLOYEES {SECTION 4(1) B (IX)}

1.8.1 – Name and Designation & 1.8.2- Telephone, Fax and Email ID :

- Department wise Contact Details of Faculty are available on the Institute website. A consolidated list of all faculty is available on the link https://intranet.iitbhu.ac.in/ccis/doc/telephone_directory.pdf
- Contact Details of Non Faculty are available on the website.

1.9 - MONTHLY REMUNERATION RECEIVED BY OFFICER AND EMPLOYEE, INCLUDING THE SYSTEM OF COMPENSATION {SECTION 4(L)B(X)}

1.9.1 – List of Employees with Gross Monthly remuneration :

TEACHING			
S.N.	Designation	Pay (as per 7 th CPC)	
		Level	Initial Pay (IP)
1.	Professor (HAG)	15	182200
2.	Professor	14A	159100
3.	Associate Professor	13A2	139600
4.	Assistant Professor Gr. I	12	101500
5.	Assistant Professor Gr. II	10	70900

NON-TEACHING			
S.N.	Designation	Pay (as per 7 th CPC)	
		Level	Initial Pay (IP)
1.	Registrar	14	144200
2.	Deputy Registrar	12	78800
3.	Assistant Registrar	10	56100
4.	Security Officer	10	56100
5.	Sr. Tech. Superintendent	8	47600
6.	Assistant Engineer	8	47600
7.	Technical Superintendent	7	44900
8.	Jr. Tech. Superintendent	6	35400
9.	Jr. Superintendent	6	35400
10.	Junior Engineer	6	35400
11.	Sr. Assistant	5	29200
12.	Sr. Technician	5	29200
13.	Junior Assistant	3	21700
14.	Junior Technician	3	21700

Remuneration of Teaching/Non-Teaching is given as under:

➤ **Teaching:**

https://iitbhu.ac.in/contents/institute/admin/doc/annexure10A_remuneration_teaching.pdf

➤ **Non-Teaching:**

https://iitbhu.ac.in/contents/institute/admin/doc/annexure10B_remuneration_nonteaching.pdf

1.9.2 – System of compensation as provided in its regulations: for system of compensation (like compassionate appointment/incentive for acquiring higher education) to its employees the Government of India norms are followed. Besides all the admissible allowances as per 7th CPC are also payable to the employees.

**1.10 - NAME, DESIGNATION, AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS:
{SECTION 4(I)B(XVI)}**

1.10.1 – Name and Designation of the public information officers (PIOs), Assistant Public Information Officer(s) & Appellate Authority:

The details of CPIOs and FAAs are available on the Institute website [list_of_cpio_faa.pdf\(iitbhu.ac.in\)](http://list_of_cpio_faa.pdf(iitbhu.ac.in)) Following officials of the Institute have been appointed as Central Public Information Officers under Sub-Sections (1) of Section 5 of the Right to Information Act, 2005 vide Notification No: IIT(BHU)/ADM/157-RTI/Gen/80 Dated: March 06, 2024.

Ref. No.: IIT(BHU)/ADM/157-RTI/Gen/80

Dated: 06.03.2024

NOTICE

In supersession to all notice nos. IIT(BHU)/ADM/157-RTI/Gen/857/L dated January 14/17, 2015 & IIT(BHU)/ADM/157-RTI/Gen/8878 dated June 14, 2022 and office order vide reference no. IIT(BHU)/R/Transfer/41/2023-24/2061 dated February 21, 2024 and in accordance with the provisions of Section 5 and Section 19 of the RTI Act, 2005 and as per order of the Competent Authority, the following officials of the Institute will work as Central Public Information Officers (CPIO) and First Appellate Authority (FAA) under the RTI Act, 2005, for the section/unit/centre as noted against each, to provide the information as expeditiously as possible as per provisions of the said Act:

S. N.	Office/Unit/Centre	CPIO	Appellate Authority
1.	Office of the Dean (Academic Affairs/ Scholarship)	Dy. Registrar (Academic Affairs)	Dean (Academic Affairs)
2.	Departments/Schools	Head of the Department / Coordinator of the School	
3.	Examination Unit, etc.	Assistant Registrar (Examination)	
4.	Admission through JEE etc.	Chairman,JEE/Vice- Chairman, JEE (as the case may be)	
5.	Teaching Learning Cell	Coordinator, TLC	
6.	Office of the Dean(Students Affairs)	Assistant Registrar (Students Affairs)	Dean (Student Affairs)
7.	Gymkhana		
8.	Cafeteria - IIT(BHU)	Coordinator Cafeteria	
9.	Office of the Dean (Research & Development)	Assistant Registrar (Research & Development)	Dean (Research & Development)
10.	(Research & Development) (Accounts)		
11.	Central Instrument Facility		
12.	Internal & External Audit Section	Assistant Registrar (Audit)	Registrar

13.	Non-Faculty Recruitment & Promotion	Assistant Registrar (NFRC)	Joint Registrar (NFRC)
14.	Office of the Dean (Faculty Affairs)	Assistant Registrar (Faculty Affairs)	Dean (Faculty Affairs)
15.	Office of the Dean (Resource & Alumni)	Joint Registrar (Accounts)	Dean (Resource & Alumni)
16.	Gandhi Technology Alumni Cell (GTAC)	Coordinator, GTAC	Registrar
17.	Training & Placement Cell	Assistant Registrar (TP Cell)	Coordinator, TP Cell
18.	Guru Rabindranath Tagore Apartment (GRTA)	Coordinator, GRTA	Professor In-charge (Admin.)
19.	Hostels	Admin. Warden of the concerned Hostels	Joint Registrar (Council of Warden)
20.	Council of Wardens Office	Assistant Registrar (Council of Wardens)	
21.	Proctorial Function	Security Officer	Joint Chief Proctor
22.	Main Workshop	Technical Officer, Main Workshop	Professor In-charge Main Workshop
23.	Directors' Office/Confidential Unit /BoG/VC&S/ Legal Cell	Assistant Registrar (Directors' Office)	Registrar
24.	GAD/Estates/RTI Cell/Rajbhasha Prakosth/Record Section Admin	Deputy Registrar (Admin., GAD)	
25.	Shreenivas Deshpande Library	Assistant Librarian	Deputy Librarian
26.	Administration Section (Leave/ M.R. Cell/ Non-Faculty Establishment	Assistant Registrar (Admin.)	Registrar
27.	LTC	Assistant Registrar (Admin.)	Joint Registrar (Accounts)
28.	(Budget Section/IDF/Salary/ Recovery/ TPO)	Assistant Registrar (Budget) Accounts-III	Registrar
29.	Trade Bill/Fee Collection/ PF(GPF/CPF/NPS)	Deputy Registrar (Accounts-I)	Joint Registrar (Accounts)
30.	ERP (eSamarth)	Assistant Registrar-ERP (eSamarth)	Deputy Registrar (Accounts-I)
31.	Accounts-II (Pension/AA&BS/Cheque/ BR Unit/Liaison with CA/ Record Section)	Assistant Registrar- (Accounts-II)	Joint Registrar (Accounts)
32.	Institute Works Department	Superintendent, Institute Works Department	Superintending Engineer, Institute Works Department
33.	All other Offices/Units/Centres etc.	Assistant Registrar/ Junior Superintendent/ Officer In-charge of the respective Office/Unit/Centre etc.	Head of the respective office/Unit/Centre etc.

The above orders come into force with immediate effect till further orders.

REGISTRAR

1.10.2 – Address, Telephone Numbers and Email ID of each designated official:

[list_of_cpio_faa.pdf \(iitbhu.ac.in\)](#)

1.11 - NUMBER OF EMPLOYEES AGAINST WHOM DISCIPLINARY ACTION HAS BEEN PROPOSED/TAKEN (F No. 1/6/2011-IR dt. 15.04.2013)

1.11.1 – Number of employees against whom Disciplinary action has been

(i) Pending for minor penalty or major penalty proceedings:

No disciplinary action is pending in the Institute at present.

1.11.2 – (ii) Finalized for minor penalty or major penalty proceedings:

No disciplinary action is pending in the Institute at present.

1.12 - PROGRAMMES TO ADVANCE UNDERSTANDING OF RTI (SECTION 26)

1.12.1 - Educational Programmes:

IIT(BHU) organizes session on RTI awareness for the employee and student on regular basis. Last year, the institute has organized a session on RTI and also engaged a CPIO during the Induction Programme 2023-24 on 07.08.2023.

The following attended the workshop related to RTI:

Sl. NO	Title of the Course	Name, Designation & Place of Working of Employee	Period	Place
1.	RTI-Record Management	I. Sri Deepak Kumar Singh, Junior Assistant, A.A & B.S.	14 - 18, August, 2017	ISTM, New Delhi
		II. Sri Gaurav Kumar, Junior Assistant, GAD Section	06 - 08, August, 2018	
		III. Major Nisha Baloria, Deputy Registrar, Dean of Academic Affairs	11-13 November, 2024	

1.12.2 - Efforts to encourage Public Authority to participate in these programmes:

Circulars and emails are issued to employees for participating in RTI awareness programmes. Circulars and notifications issued by the Central Information Commission (CIC) are also shared with the employees.

1.12.3 - Training of CPIOs/APIOs:

S.N.	Title of the Course	Name, Designation & Place of Working	Period	Place
1	Workshop on Right to Information Public Information / Right to Information Public Information Officer P/O	Sri Sachchida Nand Singh Assistant Registrar (Faculty Affairs)	02 nd to 03 rd March, 2015	ISTM, New Delhi
		Dr. Amit Kumar Singh Assistant Registrar, IWD		
		Sri Sameer Ranjan Singh Assistant Registrar (Academic Affairs).	27 th to 28 th April, 2015	ISTM, New Delhi
		Sri Devendra Pratap Assistant Registrar, (Accounts) I		
		Sri Gangesh Shah Gondwana Assistant Registrar (Admin) I		
		Sri Rohit Kumar Rai Assistant Registrar (Accounts) II (2ndtime – 18.07.2016)		
		Sri Rajendra Kumar Gaur Assistant Registrar (Admin)-II	09 th to 10 th May, 2016	ISTM, New Delhi
		Sri Sunil Kumar Dwivedi Assistant Registrar (R&D)		
		Shri Ravi Kumar Assistant Registrar (Audit)	18 th July, 2016	DoPT, Shastri Bhawan, New Delhi
		Shri Sudhanshu Shukla Assistant Registrar (SB & Pension)		
		Ms. Anamika Kashyap Assistant Registrar (Faculty Affairs)	14 th to 16 th March, 2022	ISTM, New Delhi

S.N.	Title of the Course	Name, Designation & Place of Working	Period	Place
1	One Day in House Training on RTI of CPIOs and FAAs for effective discharge of their responsibilities	Shri Kamlesh Kumar Senior Superintendent (School of Bio medical & Engineering) Shri Siyaram Kumar Senior Superintendent (Annual Accounts & Balance sheet) Shri Manas Ranjan Das Senior Superintendent (Mechanical Engineering) Shri Shyam Sundar Parida Senior Superintendent (Internal Audit) Sudha Mishra Senior Superintendent (Humanistic Studies) Shri Rajiv Ranjan Senior Superintendent (Ceramic Engineering) Bipin Kumar Pandey Senior Superintendent (Pharmaceutical Engineering) Bhanu Pratap Singh Senior Superintendent (IPR Cell) Arun Kumar Singh Senior Superintendent (R&D- A/c) Arti Gupta Senior Superintendent (Cheque Section)	01 st October 2024	Indian Institute of Technology, (BHU), Varanasi

1.12.4 - Update and Publish Guidelines on RTI by the Public Authorities concerned:

<https://dopt.gov.in/guidelines-on-rti>

1.13 - TRANSFER POLICY AND TRANSFER ORDERS [F No. 1/6/2011- IR dt. 15.4.2013]

1.13.1 - Transfer policy and transfer orders: The link to transfer orders and guidelines for Relocation/Rotation/Transfer of Group 'A' Officers and Staff (all categories regular, contract and daily waged) of the Institute.

Policy: https://iitbhu.ac.in/contents/institute/admin/doc/annexure8_transfer_policy.pdf

Orders: https://iitbhu.ac.in/contents/institute/admin/doc/annexure8_transfer_orders.pdf

2 : BUDGET AND PROGRAMME

2.1 - BUDGET ALLOCATED TO EACH AGENCY INCLUDING ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE ETC [SECTION 4(1)(B)(XI)]

The department plans their proposed expenditure as per the budget allocated by the Institute.

Details of Revised Budget Estimates 2023-24 and Budget Estimates 2024-25 OH-31 (Recurring)-Grant-in-aid General

Rs. in Lakh							
Sl. No.	Particulars of Heads	Actuals 2023-24	Budget Estimates 2024-25	Actuals for 2023-24 upto September, 2023	Actuals for 2024-25 upto Sep, 2024 (Tentative)	Revised Estimates 2024-25	Budget Estimates 2025-26
1	Pension and Pensionary Benefits						
(i)	Pension	1351.81	1700.00	669.83	736.69	1526.00	2104.00
	Total (Pension & Pen. Benefits)	1,351.81	1,700.00	669.83	736.69	1,526.00	2,104.00
2	Scholarship/Fellowships						
(i)	Fellowship/Scholarship/Stipend	3183.47	5,500.00	1436.10	1582.14	5000.00	6720.00
	TOTAL (Fellowship/Scholarship, etc.) :	3,183.47	5,500.00	1,436.10	1,582.14	5,000.00	6,720.00
3	Foreign/Domestic Travels						
(i)	Travelling expenses	36.46	35.00	5.53	20.62	50.00	55.00
(ii)	Students Travel Grant Support (STGS)	35.08	50.00	11.82	6.97	50.00	55.00
	Total (Foreign/Domestic Travels)	71.54	85.00	17.35	27.59	100.00	110.00
4	Security/Housekeeping						
(i)	Sanitary & Support Services-Misc Sanitary Materials	35.08	60.00	10.87	8.19	50.00	60.00
(ii)	Watch & Ward (Other Charges including Petrol)	11.87	20.00	5.65	7.28	20.00	25.00
(iii)	Wages to Security personnel	577.13	880.00	272.68	503.76	750.00	900.00
(iv)	Wages to Housekeeping staff	453.41	630.00	205.25	277.25	550.00	650.00
	Total (Security/Housekeeping)	1077.49	1590.00	494.45	796.48	1370.00	1635.00
5	Exp. on Contractual Employees (Teaching and Non -Teaching)						
(i)	Honorarium to Retd./Regular Teachers for taking extra classes	-	300.00	0.00	0.00	100.00	300.00
(ii)	Honorarium to Visiting Professors	74.38	260.00	35.73	27.38	200.00	400.00
(iii)	Salary to Re-employed teachers	-	50.00	-	-	50.00	50.00
(iv)	Wages to Hiring/Outsourcing staff	618.50	830.00	250.96	348.67	750.00	900.00
(v)	Salary to Re-employed Non Faculty staff	0.00	17.00	0.00	0.00	15.00	20.00
(vi)	Salary to Re-engaged Non Faculty staff	32.21	35.00	14.81	11.02	48.00	63.00

(vii)	Salary to Contractual/Daily Wagers	660.65	820.00	291.75	297.62	750.00	900.00
	Total (Exp. on Contractual Emp.)	1,385.74	2,312.00	593.25	684.69	1,913.00	2,633.00
6	Other Expenses						
A.	ADMINISTRATIVE OFFICE/ INSTITUTE OPERATING EXPENSES						
(i)	Director office - Other charges	0.40	4.00	0.00	0.28	5.00	5.00
(ii)	Deans office - Other charges	0.59	6.00	0.15	0.19	5.00	5.00
(iii)	Registrar office - Other Charges	0.00	2.00	0.00	0.00	2.00	2.00
(iv)	Maintenance of Generator set of Directorate	0.00	4.00	0.00	0.00	4.00	4.00
(v)	Maintenance of Computers & Consumables	7.34	10.00	1.86	1.96	10.00	12.00
(vi)	Advertisement	10.85	30.00	2.77	0.84	20.00	25.00
(vii)	Legal expenses	1.26	10.00	0.68	233.67	245.00	10.00
(viii)	Telephone expenses	37.72	150.00	14.10	1.45	100.00	120.00
(ix)	Repair and maintenance of office equipment	3.63	20.00	1.54	2.03	10.00	20.00
(x)	Purchase of copier papers & stationery items	9.34	20.00	2.44	1.42	15.00	20.00
(xi)	Printing of Annual Accounts and Annual Reports and other miscellaneous printing works	3.15	15.00	0.00	0.72	10.00	15.00
(xii)	AMC for Internet facilities including networking	0.08	5.00	0.07	145.99	200.00	250.00
(xiii)	Functions and Ceremonies/Entertainment Expenses	17.34	20.00	7.08	7.37	25.00	30.00
(xiv)	Postage Expenses	0.71	5.00	0.35	0.17	5.00	5.00
(xv)	Audit Fee/Hiring of Chartered Accountant	20.70	30.00	3.61	5.91	25.00	30.00
(xvi)	Payment of service charges to Nagar Nigam	0.00	10.00	0.00	0.00	5.00	5.00
(xvii)	Payment of service charges to NSDL	0.83	2.00	0.40	0.45	3.00	3.00
(xviii)	Membership and Contribution Grant	15.86	40.00	4.80	0.64	25.00	30.00
(xix)	Miscellaneous office expenses	8.84	30.00	3.03	6.34	25.00	30.00
(xx)	Director's Discretionary Funds/Emergent & unforeseen Expenditure	0.38	20.00	0.36	0.00	10.00	15.00
(xxi)	Office Automation Grant	0.00	2.00	0.00	0.00	2.00	2.00
(xxii)	Training to Non-Faculty staff & Administrative Officers	0.06	10.00	0.03	0.03	10.00	10.00
(xxiii)	Expenses of Institute Committees (BoG, Senate, B & W Comm., FC, etc.)	5.35	20.00	2.40	1.50	15.00	20.00
(xxiv)	Hindi Cell	6.35	10.00	1.68	0.11	10.00	10.00
(xxv)	RTI Cell	0.00	2.00	0.00	0.00	2.00	2.00
(xxvi)	Institute Special Lecture Fund	1.79	8.00	0.52	0.05	5.00	6.00
(xxvii)	Conference/Seminar/Workshop, etc. of the Institute.	2.50	8.00	0.00	0.20	10.00	15.00
(xxviii)	Teaching & Learning Cell	0.00	10.00	0.00	0.00	8.00	10.00

(xxix)	Faculty and Non Faculty Recruitment	20.75	40.00	5.07	33.83	45.00	55.00
(xxxi)	Repair and Maintenance of Building (Minor civil & Electrical Work)	38.92	400.00	6.51	9.63	400.00	400.00
(xxxii)	Sewage works	0.00	10.00	0.00	0.00	10.00	10.00
(xxxiii)	Guest House Miscellaneous Expenses	3.32	30.00	0.24	0.00	30.00	30.00
(xxxiv)	Horticulturist office -Other charges & Miscellaneous)	0.00	15.00	0.00	0.00	15.00	15.00
(xxxv)	Institute Works Department (Other Charges)	1.65	10.00	0.82	1.25	8.00	10.00
(xxxvi)	Operations, Maintenance and Hiring of Vehicles	7.14	32.00	3.55	3.61	32.00	35.00
(xxxvii)	Library Other Charges/Miscellaneous	4.26	12.00	1.16	2.72	10.00	10.00
(xxxviii)	Expenses towards Press & Publicity Cell	0.13	2.00	0.00	0.00	2.00	2.00
(xxxix)	Patent Expenses	30.35	0.00	0.00	29.48	65.00	70.00
	Electric & Water Supply Services						
(xL)	Purchase of Energy including maintenance, back- supply and water charges	1412.56	1900.00	710.97	719.88	1800.00	2000.00
	Total (6-A)	1674.15	2954.00	776.19	1211.72	3228.00	3348.00
B	ACADEMIC EXPENSES (DEPARTMENTAL OPERATING EXPENSES INCLUDING LABORATORY & WORKSHOP FACILITIES)						
(i)	Laboratory grant including repair/replacement of laboratory instruments, working expenses (postage, stationary, emergent petty expenses, etc.), organizing of seminars/symposia/conferences including honorarium to speakers for the departments and maintenance/repair/spare parts of equipment for research labs	122.95	300.00	50.55	68.93	500.00	550.00
(ii)	Training and Placement Arrangement	2.93	10.00	0.83	0.87	10.00	12.00
(iii)	Material for Workshop including other charges	14.54	15.00	4.04	0.34	20.00	25.00
(iv)	CIF Operating Expenses	14.45	200.00	2.09	21.46	150.00	200.00
(v)	Examination Expenses including Academic Affairs	133.47	120.00	41.13	73.37	150.00	200.00
(vi)	Convocation expenses	54.87	80.00	2.33	0.00	70.00	90.00
(vii)	Computer Centre-Other Charges/Contingency Expenses	22.25	30.00	19.53	18.46	30.00	35.00
(viii)	Supercomputing Centre	169.70	300.00	1.00	83.40	250.00	300.00
(ix)	Research Support Grant to Faculty	48.42	200.00	6.54	3.46	100.00	150.00
	Total (6-B) :	583.58	1255.00	128.04	270.29	1280.00	1562.00
C	STUDENTS FACILITY						
(a)	Inter IIT Meet (Students/Staff)						
(i)	Student (including inter IIT Aquatics)	71.62	90.00	0.62	2.64	90.00	100.00
(ii)	Staff	19.53	35.00	0.00	5.87	30.00	35.00
(iii)	Physical Training, Sports & Swimming	0.00	3.00	0.00	0.00	2.00	2.00

(iv)	Students Parliament Election	1.67	5.00	1.67	0.00	5.00	7.00
(v)	Subsidy to Student Gymkhana (including Inter IIT Tech, Inter IIT Cultural, Extra Curricular & Technical Activity, Youth Festival Expenditure, Tedx, Hult Prize, etc.)	42.07	70.00	2.14	15.97	70.00	75.00
(vi)	SPIC MACAY Events	6.14	10.00	0.00	2.29	10.00	12.00
(b)	Other activities -	0.00					
(i)	Subsidy to hostels messes on cooperative basis	0.00	5.00	0.00	0.00	5.00	5.00
(ii)	Subsidy to students participating in National/State championship, events, etc.	0.00	10.00	0.00	0.00	5.00	8.00
(iii)	Anti-Ragging cell	0.29	5.00	0.29	0.31	5.00	5.00
(iv)	Canteen and Cafeteria	0.00	10.00	0.00	0.00	10.00	10.00
(v)	Student Counselling Services	17.47	31.00	7.53	2.56	25.00	30.00
	TOTAL (6-C) :	158.79	274.00	12.25	29.64	257.00	289.00
D	HOSTEL/HALLS						
(i)	Other charges and miscellaneous expenses	45.95	55.00	4.98	5.55	50.00	60.00
	Total (6-D)	45.95	55.00	4.98	5.55	50.00	60.00
E	EXPENDITURE FOR MANAGEMENT OF R & D ACTIVITIES	0.00	50.00	13.18	0.00	15.00	20.00
	TOTAL (6-E) :	0.00	50.00	13.18	0.00	15.00	20.00
F	Expenses to be paid by IIT (BHU) to BHU for Misc Common Services)	0.00	50.00	0.00	0.00	80.00	80.00
	TOTAL (6-F) :	0.00	50.00	0.00	0.00	80.00	80.00
G	Payment of Principal/Interest Components of HEFA Loan						
(i)	Payment of Principal Components of HEFA Loan	0.00	0.00	0.00	0.00	1800.00	3500.00
(ii)	Payment of Interest Components of HEFA Loan	684.94	650.00	354.55	315.48	650.00	1050.00
	TOTAL (6-G) :	684.94	650.00	354.55	315.48	2450.00	4550.00
	TOTAL (Other Expenses) (6-A to 6-G)	3,147.41	5,288.00	1,289.19	1,832.68	7,360.00	9,909.00
	G.TOTAL (OH-31)	10,217.46	16,475.00	4,500.17	5,660.27	17,269.00	23,111.00

2.1.5 - Report on disbursements made and place where the related reports are available:

It is available and contained in the Annual Report of the Institute. [annual report english 2023-24.pdf](https://iitbhu.ac.in/annual-report-english-2023-24.pdf) (iitbhu.ac.in)

2.1.6 - Information related to procurements: Information related to procurements is available on the Institute Website. [https://iitbhu.ac.in/contents/institute/admin/doc/anexure 12.pdf](https://iitbhu.ac.in/contents/institute/admin/doc/anexure_12.pdf)

2.2 - FOREIGN AND DOMESTIC TOURS (F.NO. 1/8/2012- IR DT. 11.9.2012)

2.2.1 - Budget:

There is no separate budget for Foreign/Domestic tours. It is out of the General Budget, as detailed above.

2.2.2 - Foreign and domestic tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the Heads of the Department:

https://iitbhu.ac.in/contents/institute/admin/doc/admin_rti_foreign_tours.pdf

2.3 - THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES {SECTION 4(1) B (XII)}

IIT(BHU) does not offer any subsidy programme.

- a) Following concessions are available in the Tuition fee of Rs. 2 lakh per annum from the academic year 2016-17 onwards
 - I. The SC/ST/PH students shall get complete fee waiver.
 - II. The most economically backward students (whose family income is less than Rs. 1lakh per annum) shall get full remission of the fee.
 - III. The other economically backward students (whose family income is less than Rs. 1lakh to Rs. 5 lakh per annum) shall get remission of 2/3rd of the fee.
- b) Preparatory Course students are also given Exemption from Depositing Tuition Fee, Hostel Seat Fee and various other fees like Student Welfare Fund Fees, Placement Fees, Publication Fees, Institute Day/Convocation Fees, Orientation and Thesis Fees
- c) For admissions to M.Tech/M.Pharm and Ph.D. the application fee charged from the students of SC/ST categories is Rs. 250/- as compared to Rs. 500/- charged from the Unreserved & OBC category candidates.
- d) Stipend is given to all M. Tech/M. Pharm and 5th year GATE qualified IDD students.
- e) Teaching Assistantship and Contingency Grant to JRF and SRF made available to all Ph.D students except sponsored category admitted by IIT (BHU).
- f) Travel Support for the Ph.D. Students and PG & UG Students for presenting their work (oral or poster Presentation) in National & International Conferences/ Symposia/Workshops will be supported by the Institute under following terms & Conditions:

I. National & International Conferences in India: Twice in Two Years

II. International Conferences outside India: Once in Two Years

2.4 - DISCRETIONARY AND NON-DISCRETIONARY GRANTS [F. NO. 1/6/2011-IR DT. 15.04.2013]

IIT(BHU) does not allocate any grants related to discretionary and non-discretionary.

2.5 - PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY THE PUBLIC AUTHORITY {SECTION 4(1) B (XIII)}

Concessions as per directives of the Ministry of Education/Government of India are granted by the Institute to all concerned in admissions and appointments. Reservation in admissions and appointments are being given to backward classes and others as per directives of the Govt. of India.

A preparatory course of one year's duration is conducted for the SC/ST as well as PWD students, in order to prepare them for direct admission in first year of the 4 years B.Tech and 5 years IDD programmes.

2.6 - CAG & PAC PARAS

2.6.1 - CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the Parliament :

https://iitbhu.ac.in/contents/institute/admin/doc/annexure11_cag_pac_paras.pdf

3 - PUBLICITY AND PUBLIC INTERFACE

3.1 - THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICIES OR IMPLEMENTATION THERE OF {SECTION 4(1) B (VII)} [F No 1/6/2011-IR dt. 15.04.2013]

- a) There is a Central Body as per official gazette notified by the Central Government called as Council [Sec. 31(1) of the Act]. The Minister-In-Charge of technical education in the Central Government is the (ex-officio) Chairman of the Council [Sec 31(2a) of the Act]. The Council has three members of Parliament, of whom two are elected by the House of People from among its members and one by Council of States from among its members [Sec 31 (2k) of the Act]. The functions of the Council are described in The Institute of Technology Act.
- b) Every rule made by the Central Government under Chapter III of The Institutes of Technology Act is required to be laid, as soon as, it is made, before each Houses of the Parliament while it is in session, for a total period of 30 days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive session aforesaid, both house agree in making any modification in the rule or both house agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be. [Sec. 35(3) of the Act].
- c) The accounts of the Institute as certified by the CAG of India together with the audit report are required to be forwarded annually to the Central Government and then the Government causes the same to be laid before each house of the Parliament. [Sec. 23(4) of the Act].
- d) In the Board of Governors of the Institute, one person is nominated by the Government of each of the States comprising the zone in which the Institute is situated, from among persons who, in the opinion of that Government, are technologists or industrialists of repute; and four persons having special knowledge or practical experience in respect of education, engineering or science, are nominated by the Council.

- e) In the Senate of the Institute three persons, not being employees of the Institutes, are nominated by the Chairman, Board of Governors in consultation with the Director, from among educationists of repute, one each from the fields of science, engineering and humanities.

3.2 - Are the details of policies / decisions, which affect public, informed to them {Section 4(1) (c)}

The details of policies /decisions are available on Institute website.

https://www.iitbhu.ac.in/administration/balance_sheet

https://www.iitbhu.ac.in/administration/meeting_minutes

https://iitbhu.ac.in/contents/institute/dean/doaa/doc/annual_report_english_2023-24.pdf

3.3 - Dissemination of information widely and in such form and manner which is easily accessible to the public {Section 4(3)}

3.3.1 – Use of the most effective means of communication - Internet (website):

<https://iitbhu.ac.in/>

https://iitbhu.ac.in/contents/institute/admin/doc/rti_manual_english.pdf

3.4 - Form of Accessibility of Information Manual/ Handbook {Section 4(1) B} :

3.3.1 – Information manual/handbook available in electronic format: RTI Act, 2005 is available on the Institute website in Hindi/English.

https://iitbhu.ac.in/contents/institute/admin/doc/rti_manual_english.pdf

https://iitbhu.ac.in/contents/institute/admin/doc/rti_manual_hindi.pdf

3.3.2 – Information manual/handbook available in printed format: RTI Act, 2005 is available on the Institute website in Hindi/English.

https://iitbhu.ac.in/contents/institute/admin/doc/rti_manual_english.pdf

https://iitbhu.ac.in/contents/institute/admin/doc/rti_manual_hindi.pdf

3.5 – Whether information manual/handbook available free of cost or not {Section 4(1)(b)}:

The certified copy of above listed can be obtained by the citizen on a reasonable cost as per the RTI Act.

4: E-Governance

4.1 - Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]

4.1.1 - Hindi: https://iitbhu.ac.in/contents/institute/admin/doc/rti_manual_hindi.pdf

4.1.1 - English: https://iitbhu.ac.in/contents/institute/admin/doc/rti_manual_english.pdf

4.1.3 - Vernacular/ Local Language:

https://iitbhu.ac.in/contents/institute/admin/doc/rti_manual_english.pdf

4.2 - When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]

4.2.1 – Last date of Annual updation: 10.05.2025

4.3 - Information available in electronic form[Section 4(1)(b)(xiv)]

The admission test result for PG and Ph.D courses, Procedure of admissions, Curriculum structure, fee structure, and results. Application forms status for appointment, Ordinances & Formats are available on Institute website www.iitbhu.ac.in.

All necessary information about the Institute functioning is also available at the Institute repository available at our website <http://iitbhu.ac.in/institute-repository/> Efforts are continuously made to provide more and more information on this site.

4.4 - Particulars Of Facilities Available To Citizens For Obtaining Information {SECTION 4(1) B (XV)}

The Sreenivas Deshpande library, IIT(BHU) Varanasi system consists of the Main Library and five departmental libraries, which collectively support teaching, research, and extension programs of the Institute. The library system, besides having an excellent print collection of over 1,50,000 volumes of books, journals, theses, reports, pamphlets, also provides access to over 15,000 electronic journals and more than 3,500 electronic books, e-standards, and databases in science, engineering, and technology. Library provides reading room facilities, access to Digital Library, web OPAC, remote access of e-resources, discussion room facility, and reference services related to research and teaching. The library has also created the Indian Research Information Network System (IRINS) database of institute researcher's profile and institutional repository. Library also supports research activities by providing the Research Support Tools (Anti-Plagiarism software, Grammarly, InSite, JCR, reference management tools, etc.). Recently the library organized an author(s) workshop by Wiley, Taylor & Francis, and Workshop cum User Awareness Program on InSite and Turnitin. The information can be obtained by any citizen under the provisions of the RTI Act, 2005 by submitting an application either to the CPIO or the concerned CPIO, Indian Institute of Technology (B.H.U.), Varanasi- 221005, along with the requisite fee. The application may also be submitted through the online RTI portal of the Govt. of India. The Library of the Institute is primarily meant for the Faculty, Officers, Students and the Employees of the Institute. Library is not for general public use. The library remains open on Monday to Saturday: 9:00 AM to 9:30 PM and on Sunday: 10:00 AM to 5:00 PM

The following methods are also adopted by the Institute for the dissemination of the information

- Website (www.iitbhu.ac.in)
- Library
- Notice Boards
- Printed Materials

4.5 - Such Other Information As May Be Prescribed {SECTION 4(I) B (XVII)}

4.5.1 - Grievances redressal Mechanism :

The Institute has constituted separate grievance committees for faculty/non-faculty and students. These committees consider and examine grievances and recommend corrective action. The recommendations are considered by the Competent Authority and accordingly implemented as per approval. The link to various grievance committees of the institute is given below:

Faculty: [admin_gad_gcfm_20223.pdf \(iitbhu.ac.in\)](#)

Non-Faculty: [admin_nfqc_17236.pdf \(iitbhu.ac.in\)](#)

Internal Complaints Committee: [Admin- ICC | Indian Institute of Technology \(BHU\) \(iitbhu.ac.in\)](#)

IAPC: [admin_gad_anti_16342.pdf \(iitbhu.ac.in\)](#)

4.5.2 - List of Completed Schemes/ Projects/ Programmes:

The details of schemes/projects/programmes are available on the Institute website.

https://iitbhu.ac.in/contents/institute/admin/doc/rti_annexure_schemes_13.pdf

4.5.3 - List of schemes/ projects/ programme underway

The details of schemes/projects/programmes are available on the Institute website.

https://iitbhu.ac.in/contents/institute/admin/doc/rti_annexure_schemes_13.pdf

4.5.4 - Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract:

S.N.	Tender No.	Agency Name	Purpose	Period
1.	IIT(BHU)/ADMIN/2022-23/3	<ul style="list-style-type: none"> Lion Security Guards Services 	Cleaning, Sanitation & Disposal of Solid Waste	01.06.2023 to 31.05.2024 Extension Period 01.06.2024 to 31.08.2024
2.	IIT(BHU)/ADMIN/2023-24/02	<ul style="list-style-type: none"> Sybex Support Services (P) Ltd. 	Supply of Manpower	16.03.2024 to 15.03.2025
3.	IIT(BHU)/ADMIN/2023-24/01	<ul style="list-style-type: none"> SIS Limited 	Supply of Security Personnel	01.03.2024 to 28.02.2025
4.	IIT(BHU)/IPC/RO/2023-24/735	<ul style="list-style-type: none"> M/s Frenco 	Procurement of 85 nos. of RO water cooler in council of warden, IIT(BHU) Varanasi	09.02.2024
5.	IIT(BHU)/IPC/Air Conditioners/2023-24/804	<ul style="list-style-type: none"> M/s Frenco 	CAMC, Servicing of ACs, Spare parts of all type and makes of air conditioners.	One Year (03.05.2024)
6.	IIT(BHU)/I.P.Cell/A.R.C./2023-	<ul style="list-style-type: none"> M/s Biolinkk M/s Central Drug House (P) Ltd. M/s Sisco Research Laboratories Pvt M/s Titan Biotech Ltd M/s Zelle Biotechnology Pvt. Ltd M/s Clearsynth Labs Ltd M/s.S D Fine-Chem Limited M/s.Helix Biosciences M/s.Avra Synthesis Private Limited M/s.Molychem M/s.Tokyo Chemical Industry (India) Pvt. Ltd M/s.GCC Biotech(India) Pvt. Ltd M/s. BI BIOTECH INDIA PRIVATE LIMITED 	Rate contract of various laboratory, chemicals, glassware and filter paper	One Year (12.07.2024)

		<ul style="list-style-type: none"> • M/s. Geno Biosciences Pvt.Ltd • M/s.HiMedia Laboratories Pvt.Ltd • M/s.Invitrogen BioServices India Pvt Ltd • M/s.Avantor Performance Materials India Limited • M/s. Bio-Rad Laboratories (India) Pvt.Ltd • M/s Axiva SicheM Biotech • M/s Thermo Fisher Scientific India Pvt. Ltd • M/s Biohall Life Sciences Pvt. Ltd • M/s The Laboratory Glassware Co • M/s Shiv Dial Sud & Sons • M/s Jain Scientific Glass Works • M/s Glassco Laboratory Equipments Pvt Ltd • M/s Omsons Glassware Pvt Ltd • M/s Sartorius India Pvt Ltd • M/s. Praveen Scientific Corporation • M/s Riviera Glass Pvt Ltd • M/s Borosil scientific Ltd 		
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4.5.5 - Annual Report: The Annual Report for the year 2022-23 is available on Institute website
https://iitbhu.ac.in/contents/institute/dean/doaa/doc/annual_report_english_2023-24.pdf

4.5.6 - Frequently Asked Questions (FAQs):
https://iitbhu.ac.in/sites/default/files/institute/admin/doc/annexure7_faq_rti.pdf

4.5.7 - Any other information such as - (a) Citizen's Charter, (b) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter
https://www.iitbhu.ac.in/contents/institute/admin/doc/citizens_charter_english.pdf

4.6 - Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]

4.6.1 - Details of applications received and disposed:

4.6.2 - Details of appeals received and orders issued:

*Block I (Details about the requests and appeals)

Progress in 2023-24 [Year Wise]						
	Opening Balance as on beginning of	No. of application received as transfer from other PAs u/s 6(3)	Received during the Quarter (including case transfer to other PAs)	No. of Cases transferred to other PAs u/s 6(3)	Decisions where requests/appeals rejected	Decision Where requests/appeals replied
Requests	17	284	385	02	05	636
First Appeals	11	N/A	28	N/A	01	31
		Total no. of CAPIOs designated 01		Total no. of CPIOs designated 70		Total no. of AAs designated 28

*Block II (Details about fees collected, penalty imposed and disciplinary action taken)

Registration Fee Collected (in Rs.) u/s 7(1)	Addl. Fee Collected (in Rs.) u/s 7(3)	Penalty Amount Recovered (in Rs.) as directed by CIC u/s 20(1)	No. of Cases where disciplinary action taken against any Officer u/s 20(2)
3170	1188	0	0

4.7 - Replies to questions asked in the Parliament {Section 4(1)(b)(xvii)}

4.7.1 - Details of questions asked and replies given :

<https://iitbhu.ac.in/administration/rti>

5: INFORMATION AS MAY BE PRESCRIBED

5.1 - Such Other Information As May Be Prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]

5.1.1 - Name & details of -

(a) Current CPIOs & FAAs: https://iitbhu.ac.in/contents/institute/admin/doc/list_of_cpio_faa.pdf

(b) Earlier CPIO & FAAs from 1.1.2015: https://iitbhu.ac.in/contents/institute/admin/doc/rti_cpio_faa.pdf

5.1.2 - Details of third party audit of voluntary disclosure

A. Dates of audit carried out are as follows:

S.N.	Year	Date of Audit Carried Out
1.	2020-21	30.06.2021
2.	2021-22	16.09.2022
3.	2022-23	21.08.2023
4.	2023-24	26.07.2024

B. **Report of the audit carried out:** The audited report of the Institute is available on Institute website:

2020-21: https://iitbhu.ac.in/contents/institute/admin/doc/annexure2_audited_transparency_report_20_21.pdf

2021-22: https://iitbhu.ac.in/contents/institute/admin/doc/annexure2_audited_transparency_report_21_22.pdf

2022-23: https://iitbhu.ac.in/contents/institute/admin/doc/annexure2_audited_transparency_report_22_23.pdf

2023-24: https://iitbhu.ac.in/contents/institute/admin/doc/annexure2_audited_transparency_report_23_24.pdf

5.1.3 - Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD

A. Date of Appointment: 29.11.2024

B. Name & Designation of the officer: Shri. Amit Kumar Singh, Deputy Registrar (GAD) & CPIO & Nodal Officer, IIT (BHU) Email: dr.gad@itbhu.ac.in

5.1.4 - Consultancy committee of key stake holders for advice on suo-motu disclosure -

A. Dates of Constitution: 22.07.2024

B. Name & Designation of the Officers: [rti consultative committee.pdf \(iitbhu.ac.in\)](#)

5.1.5 - Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI -

A. Dates from which constituted: 08.08.2023

B. Name & Designation of the Officers: [rti committee pios faas 13117.pdf \(iitbhu.ac.in\)](#)

6 - INFORMATION DISCLOSED ON OWN INITIATIVE

6.1 - Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information {Section 4(2)}

6.1.1 – Information about the following is also available on the website www.iitbhu.ac.in

- Board of Governors
- Citizen's Charter
- Institutes of Technology Act, 1961, as amended from time to time
- Various Committees at Institute level
- Administrative office
- Anti Ragging
- RTI
- Circulars and Notifications
- Departments and Centres
- Admissions (Undergraduate, PG and Ph. D.)
- Central Units
- Campus Recruitment
- Faculty Openings
- Institute Repository
- Parliamentary Questions- are available on the Institute website.

METHOD OF OBTAINING INFORMATION UNDER RTI ACT, 2005

A. ONLINE :- The applicant may submit online RTI application through <https://rtionline.gov.in>

B. OFFLINE:-

1. The person seeking information as per provisions of the **Right to Information Act, 2005** may apply on a plain paper giving particulars of information being sought and his/her correct address for communication to the Central Public Information Officer (CPIO) concerned.
2. Separate applications for seeking information on different subjects are required.
3. A request for obtaining information under Section 6(1) shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque or Indian postal order, payable to the Registrar, IIT(BHU).
4. For providing the information under Section 7(1), the fees shall be charged by way of cash against proper receipt or by MICR demand draft or banker's cheque or Indian postal order, drawn in favour of the **Registrar, IIT(BHU)** payable at Varanasi, at the following rates:
 - (a) Rupees two for each page (in A4 or A3 size paper) created or copied;
 - (b) Actual charge or cost price of a copy in larger size paper;
 - (c) Actual cost or price for samples or models;
 - (d) For inspection of records, no fee for the first hour, and a fee of rupees five for each subsequent hour (or fraction thereof).
5. For providing information under Section 7(5), the fee shall be charged by way of cash against proper receipt or by MICR demand draft or banker's cheque or Indian postal order, in favour of the **Registrar, IIT(BHU)** payable at Varanasi at the following rates:
 - (a) For information provided in diskette or floppy rupees fifty per diskette or floppy; and
 - (b) For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publications.
6. Normal postal charges are not a charge on applicant under the RTI Act. The information may be dispatched to an applicant by a CPIO through Post Office under Postal Certificate. If postal charges are excessive because of the bulk of the information, the application may be informed so that he/she can have the choice of seeking postal delivery or collect the information himself/herself from the concerned CPIO.
7. The fees to be charged under Section 7(1) & 5 and the postage charges, as mentioned above, will be intimated to the applicant concerned and may be paid through cash receipt/demand draft/banker's cheque. However, the period intervening the dispatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of supply of information, as provided under Section 7(1) of the RTI Act 2005, of 30 days.