

## **PROCEDURE OF APPLICATION NOTIFIED TO GENERAL PUBLIC SEEKING INFO UNDER RIGHT TO INFORMATION ACT, 2005**

1. Members of the public seeking info under the Right to Information Act, 2005 (hereinafter referred to as Act) are to send their request in writing on plain paper in the following format addressed to the Public Information Officer concerned from out of those listed, at their own cost:
  - (a) Name of the person seeking info, his/her age, occupation and postal address with contact phone no, fax no, e-mail ID if any.
  - (b) Information or inspection desired in precise and specific terms.
  - (c) Nature of the info sought such as data, excerpts from records, notings, etc. or inspection of records.
  - (d) Whether info sought is not available on the Company's website/published documents accessible to public.
  - (e) Whether willing to pay the prescribed fees in the event of the request being admissible. In case of those 'Below Poverty Line', whether he/she can produce proof to that effect from competent authority.

Vague and incomplete requests not conforming to the aforesaid format may not be entertained.

Asst Public Information Officers (APIOs) whose particulars are listed shall also receive applications or appeals at their respective locations, for forwarding the same to the PIO concerned or to the Dept Appellate Authority as the case may be:

2. Requests received by the PIO concerned either directly or through any of the APIOs will be acknowledged stating the date of receipt and the action being taken to process the request.

Notwithstanding anything contained in the Act, there shall be no obligation on the part of the Company to give any citizen,

- (a) Information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court.
- (b) Information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party.
- (c) Information other than the above as exempted under the Act.

3. On being found the request is admissible under the Act, the applicant will be intimated the amount of prescribed fee to be paid, the mode of payment and the deadline for remittance. Upon receipt of the payment as specified, the desired info will be sent in printed form by regd post within the period prescribed under the Act. In case no remittance is received or is received after the deadline, the Company will be absolved of its responsibility to furnish the subject info and such money remitted if any will not be refunded.

The rates of fee prescribed are as follows:

- (a) For obtaining info under sub-section (1) of Sec.6 Rs.10
- (b) For providing info under sub section (1) of Sec 7- Rs. 2 for each page (in A-4 or A-3 size page) created or copied; actual charge or cost price of a copy in larger size paper; actual cost or price for samples or models; and no fee for first hour for inspection of records and thereafter, Rs. 5 for each 15 minutes (or fraction thereof).
- (c) For providing info under sub-section (5) of Sec.7  
Rs. 50 per diskette or floppy; and  
Rs. 2 per page of photocopy for extracts from publication or at the price fixed for such publication.
- (d) No fee is payable by those 'Below Poverty Line'.

The fee is charged by way of cash against official receipt or DD / bankers' cheque / Indian Postal Order, payable to 'ITI Limited'.

In the event of the request not being found admissible, a communication to this effect stating reasons thereof will be sent by regd post to the applicant and no further correspondence on the subject request will be entertained.

4. Applicant who does not receive a decision within the time specified under the Act or is aggrieved by a decision of the PIO concerned, may within 30 days from the expiry of such period or from the receipt of such a decision, prefer an appeal to the Dept Appellate Authority who is designated by the Company.