

## **XVII. Other useful information**

### **A. How to apply**

#### **Introduction**

Any citizen of India who desires to obtain any information under the Right to Information Act-2005 may make a request preferably in writing or through electronic means to the

**Public Information Officer/Assistant Public Information Officer of the concerned Office/Unit of the Company.**

The Cement Corporation of India Limited on receipt of request shall either provide information within 30 days of the receipt of request on payment of such fees as may be prescribed. Where the decision is taken to provide the information on payment of any further fees representing the cost of providing the information, the Public Information Officer shall send the intimation to the person making the request.

#### **Application Fee**

In accordance with directives given in the Gazette notification issued by Deptt. of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, Govt. of India, vide No.34012/8(s)/2005-Estt.(B) dated 16.9.2005, the application for obtaining information under sub-section (1) of Section 6 must be accompanied by prescribed application fee drawn in favour of 'Cement Corporation of India Limited', payable at the local office where the application has been submitted. At present the application fee, which is subject to change from time to time, is as under:-

Application fee

Rs.10/- (Rupees ten only)

#### **Mode of payment**

By cash against proper receipt or by demand draft/banker's cheque. Fee in cash sent by Courier/post etc. shall not be accepted.

Persons who belong to BPL category are not required to pay any fee provided necessary documents are produced in support of their claim.

#### **Additional Fee**

In case it is decided to provide the information, the Requester shall be informed of the

additional fees required to be deposited by him/her for the information sought and information shall be furnished after deposit of fee by the Requester as per the Act. In accordance to directives given in the above mentioned Gazette notification dated 16.9.2005, for providing the information under sub-section(1) of Section 7 of the Act, an additional fee shall be charged. At present, the applicable rates, which are subject to change from time to time, are given as under:-

- For each page (A4 / A3 size) created or copied Rs.2/- per page
- For a copy in larger size paper Actual charge or cost price
- For samples or models Actual cost or price
- For inspection of records No fee for the first hour, and a fee of Rupees five for each 15 minutes (or fraction thereof)

### **Exemption to certain categories of information from disclosure under Section 8 & 9.**

#### **Categories which include-**

- Information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the state, relation with foreign state or lead to incitement of an offence.
- 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.
- Information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature.
- Information including commercial confidence, trade secret or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;
- Information received in confidence from foreign Government; information, person or identify the source of information or assistance given in confidence for law enforcement or security purposes;
- Information which would impede the process of investigation or apprehension or prosecution of offenders;
- Cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers;
- Information which relates to personal information the disclosures of which has no relationship to any public activity or interest or which would cause unwarranted invasion of the privacy of the individual.

Further, for providing the information under sub-section(5) of Section 7 of the Act, the fee shall be charged at the following rates:-

- For information provided in diskette / floppy Rs. 50/- (Rupees Fifty only) per diskette / floppy
- For information provided in printed form At the price fixed for such publication or

Rs.2/- per page of photocopy for extracts from the publication.

**The mode of payment of above mentioned additional fees shall be the same as application fee.**

### **Appeal**

In case the Requester who does not receive the decision within the time specified in sub-section(1) or clause (a) of sub-section (3) of Section 7 of the Act, or is aggrieved by a decision of the PIO, as the case may be, may within thirty days from the expiry of such period from the receipt of such a decision, prefer an appeal to the Appellate Authority for redressal of the grievance.

For More details on Right to Information Act, 2005, please visit [www.persmin.gov](http://www.persmin.gov) in or **[www.righttoinformation.gov.in](http://www.righttoinformation.gov.in)**

**“Any person who does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the Central Public Information Officer may appeal before the Appellate Authority within 30 days.”**