

## **OTHER USEFUL INFORMATION**

### **1. Application procedure for requesting information:**

The application can be made by the citizens of India to the Central Public Information Officer in writing on a plain paper or through electronic means in Hindi or English specifying the particulars of the information sought for along with a fee of rupees ten by way of cash against proper receipt or demand draft or bankers cheque payable to Hindustan Prefab limited. An applicant making request for information is not required to give any reason for requesting the information or other personal details except those that may be necessary for contacting him.

### **2. Prescribed fee:**

- (i) An application fee of Rs.10/- should accompany the application/request for information under sub-section (1) of section 6.
- (ii) For providing information under sub-section (1) of Section 7, the fee shall be charged by way of Indian Postal Order or by Demand Draft or Bankers Cheque payable to Accounts Officer, HPL. at the following rates as per the Right To Information (Regulation of Fee and Cost) Rules, 2005:
  - (a) Rs.2/- for each page in (A-4 or A-3 size paper) created copied
  - (b) Actual charge of 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 Rs.5/- for each subsequent hour (or fraction thereof)
- (iii) Fee shall be charged for providing information under sub-section (5) of Section 7 as under:
  - (a) Rs.50/- per diskette or floppy for information provided in diskette or floppy
  - (b) Price fixed for publication or Rs.2/- per page of photocopy for information provided in the printed form.
- (iv) No fee will be charged from people living below the poverty line
- (v) Applicant would be provided information free of cost if the CPIO fail to comply with the prescribed time limit.

(Note : Application Fee/Fee charged as per sub-section (I) of Section 7 for providing information may be credited to "Receipt on A/c of RTIA" GL Code : 071040, AL Code : NIL, SL Code :

Application Fee, Photo state charges, EDP expenditure and Inspection Fee (as the case may be).

**3. Time limit to give the information:**

- (i) 30 days from the date of receipt of application
- (ii) 48 hours for information concerning the life and liberty of a person
- (iii) Failure to provide information within the specified period is a deemed refusal.

**4. First Appeal**

Any person who does not receive a decision on his application for information within the specified time or he is dissatisfied with the decision of CPIO may prefer an appeal before the Appellate Authority Ms. Meghna Rashmi (Company Secretary) within thirty days from the expiry of such period or from the receipt of such decision.

**5. Second Appeal**

Any person aggrieved by the decision of the Appellate Authority may prefer second appeal before the Central Information Commission or State Information Commission within 90 days from the date on which the decision was made or was actually received by the aggrieved person preferring the appeal.

**6. Power of Central Information Commission**

The Central Information Commission (CIC) shall have the same powers as are vested in a civil Court while trying a suit under the Code of Civil Procedure for summoning a person and production of any information or document before it.

**7. Penalties**

The CIC may impose a penalty of Rs.250/- for each day of the delay in furnishing information but not exceeding Rs.25,000/- in total on the erring official. Besides the penalty, the CIC may also recommend disciplinary action against erring official.

APPLICATION FOR SEEKING  
INFORMATION  
(under section 6 (1) of the Right to  
Information Act' 2005)

Date: \_\_\_\_\_

To,  
Central Public Information Officer  
Hindustan Prefab Limited

Dear Sir/Madam,

I am citizen of India. Please furnish the following information to me at

my address:

To best of my knowledge, the above desired information does not relate to section 8 & 9 of the Act, which are exempted from disclosure.

Whether the Information sought concerns the life and liberty of a person? [Yes/No] (Please tick any one)

Details of the fee paid:

Mode: Cash/DD/Bankers cheque  
Ref: DD/BC No. ----- date -----

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Receipt No. ----- Date. -----

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Amount, Rs. -----

(Signature of  
applicant) Name:

Address:

APPLICATION FOR INSPECTION OF  
RECORDS (under Section 6 (1) of the Right to  
Information Act' 2005)

Date:\_\_\_\_\_

To,  
Central Public Information Officer  
Hindustan Prefab Limited

I am citizen of India. Particulars of Records to be inspected:

To best of my knowledge, the above desired information does not relate to section 8& 9 of the Act, which are exempted from disclosure.

Whether the Information sought concerns the life and liberty of a person? [Yes/No]

(Please tick any one)

Details of the fee paid:

Mode: Indian Postal Order/DD/Bankers cheque  
Ref: DD/BC No.\_\_\_\_\_ Date\_\_\_\_\_

Amount Rs.\_\_\_\_\_

(Signature of applicant)

Name:

Address: