



17. PROCEDURE FOR OBTAINING INFORMATION:

- (1) An application in writing may be made in English, Hindi or any Official language of the area either to the CPIO or the APIO specifying the particulars of information sought for. The application should contain the full postal address of the applicant.
- (2) A request for obtaining Information under sub-section (1) of section 6 of the Right to Information Act 2005 shall be accompanied by an application fee of Rupees ten by way of cash against proper receipt or by demand draft or bankers cheque/Indian Postal order & money order payable to the Company (Indian Rare Earths Limited).
- (3) For providing the Information under sub-section (1) of section 7 of the above Act the applicant shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable/money order/Indian Postal order to the Company (Indian Rare Earths Limited) at the following rates :-
 - (a) Rupees two for each page (in a-4 or A-3 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 and
 - (d) For Inspection of records, no fee for the first hour, and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.
- (4) For providing the information under sub-section (5) of section 7 of Right to Information Act 2005 shall be charged by way of cash against proper receipt or by demand draft or bankers cheque/money order/Indian postal order payable to the Company (Indian Rare Earths Limited) 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 publication.
- (5) For people below the poverty line no fees is payable, but the applicant has to attach along with his application a certificate to the said effect from the village officer or any other competent authority as the case may be.

