

**HINDUSTAN SHIPYARD LIMITED :: VISAKHAPATNAM – 5.**

Chairman & Managing Director's Office

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Sub:- Implementation of RTI Act, 2005 – Fee prescribed to furnish information under Act	Instructional Order No : C&MD/IO/ 021 /2005 Date effective : Immediate Date issued : 24 -10- 2005
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<u>Reference</u>	<u>Departments effected</u>	<u>Distribution:</u>
<u>Previous</u> CMD/IO/18/2005 Dated 19-9-05	<u>Future</u> -- All Departments	C&MD's Office; Dir.(T); Dir.(F&C); CVO; All Heads of Divisions / Depts.; All Departments; PIOs/APIOs; All Notice Boards; HSL Web site ----- Encl: NIL

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In continuation of the Instructional Order cited, the following procedure is formulated to regulate the collection of fee charged for providing the information under the Right to Information Act, 2005.

1. A request for obtaining information under sub-section (1) of Section 6 shall be accompanied by an application fee of Rs.10/- (Rupees Ten only) by way of cash against proper receipt to be remitted under HSL's Revenue Head of Account No. **292000** or by demand draft or bankers cheque in favour of M/s. Hindustan Shipyards Limited, payable at Visakhapatnam.
2. For providing the information under sub-section (1) of Section 7, the fee shall be charged by way of cash against proper receipt to be remitted under HSL's Revenue Head of Account No. **292000** or by demand draft or bankers cheque in favour of M/s. Hindustan Shipyards Limited, payable at Visakhapatnam at the following rates: -
  - a. Rs.2/- (Rupees Two only) 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 Rs.5/- (Rupees Five only) for each fifteen minutes (or fraction thereof) thereafter.
3. For providing information under sub-section (5) of Section 7, the fee shall be charged by way of cash against proper receipt to be remitted under HSL's Revenue Head of Account No. **292000** or by demand draft or bankers cheque in favour of M/s. Hindustan Shipyards Limited, payable at Visakhapatnam at the following rates: -
  - a. For information provided to diskette or floppy, Rs.50/-(Rupees Fifty Only) per diskette or floppy; and
  - b. For information provided in printed form at the price fixed for such publication or Rs.2/- (Rupees Two only) per page of photocopy for extracts from the publication.
4. No fee shall be charged from the persons who are of below poverty line in terms of sub-section (5) of Section 7.

For Hindustan Shipyards Limited,

Sd/-

(Rear Admiral Ajit Tewari, AVSM, NM, IN (Retd.)  
Chairman & Managing Director.