

CHAPTER-XV
PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS
FOR OBTAINING INFORMATION

I) A person, who desires to obtain any information under RTI Act, 2005 from this Public Authority shall make a request in writing or through Electronic Mail in English or Hindi or Kannada, Accompanying the prescribed fees to CPIO giving following details:

1. Name
2. Complete Postal address with telephone number (Email if any)
3. Proof of Payment (BPL certificate in case of wavier of fees)
4. Information sought (Please Specify)
5. Whether the information is to be sent by the post or by hand
6. Date of Submission
7. Signature of Applicant.

II) FEE

1. Application Fee Rs10/- per application
2. Further Fee representing the cost:
 - i. Rs 2/- for each one sided page (A4 or A3 Size paper) created or copied
 - ii. Actual charge or cost price of a copy in larger size paper
 - iii. Actual cost or price for samples or Modes; and
 - iv. For inspection of records, no fees for the first hour; and a fees of Rs/-5 for each Subsequent hour (or fraction thereof) prepaid
 - v. Disc or Floppy: Rs 50/- per disc or floppy
 - vi. Pen drive: Actual cost
 - vii. For information to be provided in the printed form at the price fixed for such Publication or Rs 2/- per page of photocopy for extract from the publication

III) MODE

1. Cash against proper receipt
2. Demand Draft
3. Banker Cheque
4. Pay order
5. IPO

Drawn in favour of ONGC Mangalore Petrochemicals Limited, and payable at Mangalore . Payment in no other Mode shall be accepted