

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

- ü Drawn in favour of Mangalore Refinery & Petrochemicals Limited, and payable at Mangalore
- ü Payment in no other Mode shall be accepted