

ANNEXURE – (VII)

In order to provide information to Indian citizens under the provisions of Right to Information Act 2005, the following Rules have been made:

1.0 **Title:** The Rules may be called “Instrumentation Limited Rules on Right to Information Act”

2.0 These Rules shall come into force with effect from the commencement of the Right to Information Act, 2005 i.e 12.10.2005

3.0 Definitions

(A) “ Act” means the Right to Information Act, 2005.

(B) “ Section” means sections of the Act.

(c) All other words and expressions used herein but not defined and defined in the Act shall have the meanings assigned to them in the Act.

4.0 For providing information under the above Act, the followings officer have been nominated

Details of Public Information Officers and Appellate Authority:		
Contact details with respect to RTI Act 2005		
Name & Designation	Nominated with regard to RTI Act	Postal Address and Contact No.
Shri. M S Neelakandhan DGM (Works, PPC,PM & QC)	First Appellate Authority (FAA)	Sh. M S Neelakandhan DGM (Works, PPC,PM & QC) Instrumentation Ltd, Kanjikode West, Palakkad, Kerala 678 623 Tel: 0491 2566536 E-mail: neel@ilpgt.com
Shri. V Gireesh Sr. Manager (Commercial)	Public Information Officer (PIO) IL Palakkad	Sh. V Gireesh Sr. Mgr (Comml) Instrumentation Ltd Kanjikode West, Palakkad, Kerala 678 623 Tel: 0491-2567127 E-mail: gireesh@ilpgt.com
Shri. P N Unnikrishnan Personnel Officer	Assistant Public Information Officer (APIO) IL Palakkad	Sh. P N Unnikrishnan Personnel Officer (P&A) Instrumentation Ltd, Kanjikode West, Palakkad Kerala 678 623 Tel: 0491 2566348 E-mail: unnikrishnan@ilpgt.com

5.0 Any citizen of India can seek information from PIO/ APIO on written request by establishing shall identity to the satisfaction of PIO/APIO.

6.0 Application Fee

A request for obtaining information shall be accompanied by an Applicant fee of Rs.10/- by way of cash against proper receipt or Demand Draft or Bankers Cheque or Indian Postal Order payable to “Instrumentation Limited”.

No fee will be charged if the applicant belongs to BPL category for which a certificate to this effect is required.

Other charges for providing information (to be intimated to the applicant by PIO on receipt of application alongwith fee) will be as under, which may be paid by way of cash against proper receipt or Demand Draft or Bankers Cheque or Indian Postal Order payable to “Instrumentation Limited”.

- (a) Rs.2/- 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.
- (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.
- (e) For information provided in Diskette or Floppy Rs.50/- per Diskette or Floppy.

7.0 The information under exempted category will not be provided.

8.0 The time limit for providing information will be as stipulated in the Act.