

HOW TO APPLY FOR INFORMATION

An application in writing for seeking information under the Right to Information Act, 2005 shall be forwarded to the Public Information Officer of Cochin Shipyard Limited. The application shall contain the following:

- ❖ The name of the applicant.
- ❖ The address for correspondence.
- ❖ Details of the information sought by the applicant.
- ❖ RTI Application Fee in favour of Cochin Shipyard Limited payable through Indian Postal Order/Demand Draft/Bankers Cheque.

Application Fee

At present the application fee is Rs. 10 (Rupees Ten only), which is subject to change from time to time. Court fee stamps, Revenue stamps, Treasury Payments, Bond Papers, Payments at Post offices etc. are not acceptable towards RTI application fees.

Persons who belong to BPL category are not required to pay any fee provided necessary documents are produced in support of their claim.

Additional Fee

If it is decided to provide the information, the applicant shall be informed of the additional fees, if any, (as per Section 7(3) of RTI Act, 2005) required to be deposited and information shall be furnished after the receipt of the fee by CSL, as per the Act.

At present, the applicable additional fees, which are subject to change from time to time, are given as under:-

For each page (in A-4 or A-3 size paper)	Rs. 2/- per page
For a copy in larger size paper	Actual charge or cost price
For samples or models	Actual cost or price
For information provided in diskette or floppy	Rs. 50/- per diskette or floppy
Information in the form of publication	Price fixed for a publication or rupees two per page of photocopy for extracts from the publication
For inspection of records	No fee for the first hour; and a fee of Rs. 5/- for each hour (or fraction thereof) thereafter

The mode of payment of above mentioned additional fees shall be the same as application fee.

- ❖ The RTI Application can also be made online. File [RTI Application Online](#).