

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 "I.L. RULES ON R.T.I. 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 officers have been nominated as Public Information Officer and Asstt Public Information Officer :

Public Information Officer (PIO)	Asstt Public Information Officer (APIO)
Sh DK Malik, DGM(Legal & SS Cell) Instrumentation Limited Jhalawar Road, KOTA-324005 Tel : 0744-2424591-95 Fax :0744-2427397 E-mail: pio@ilkota.in	Sh V Gireesh, Mgr (Comml) Instrumentation Limited Kanjikode West Palakkad-678623 Tel: 0491-2566127-30 Fax:0491-2566135 E-mail: ilpgt@satyam.com

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

- 6.0 **Application Fee :**
A request for obtaining information shall be accompanied by an Application 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.
- 9.0 **Appeal** : Any person who is aggrieved by the decision of the PIO may write within thirty days from the receipt of such decision to the Member Secretary, (Company Secretary, Instrumentation Limited, Kota) for consideration by the following Appeal Committee :

Addl. General Manager (P-DDC)	:	Chairman
Addl. General Manager (F&A) - Kota Unit	:	Member
Addl. General Manager (QA) - Kota Unit	:	Member Secretary
Dy. General Manager(CP) - Kota Unit	:	Member