



ISO 9001: 2000

THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

“NSIC BHAVAN”, OKHLA INDUSTRIAL ESTATE

NEW DELHI-110020

Email: hrm@nsic.co.in

Procedure for Collection of Information:

Applicant desires to obtain any information under the act may submit request in English/Hindi or in official language of the area in which application is being made in prescribed proforma. Such request along with the prescribed fee as mentioned below shall be submitted to the concerned CPIO/APIO appointed under the Act by the Competent Authority specifying the particulars of the information sought. Request for information may be submitted either in person or through post/email. For the purpose of email address, applicant may be guided through the information provided in Manual IX. The application at Head Office will be received by the Customer Relations Officer on behalf of CPIO and in all field offices of NSIC, the application could either be received by the reception on behalf of CPIO or CPIO him/herself with proper acknowledgement issued to the applicant.

REVISED FEE STRUCTURE

1. Application fee : Rs. 10/-
2. Cost of providing information in document format : Rs.2/- for each page (in A-4 or A-3 size paper) created or copied.
3. Cost of providing information in size of paper other than A-4 or A-3/ larger size : Actual cost
4. Samples or models : Actual cost
5. Inspection of records : For the first hour no fees and a fee of Rs.5/- for each hour (or fraction thereof) thereafter.
6. Information provided in diskette or floppy : Rs.50/- per diskette or floppy

7. Information provided in printed form : Rs.2/- per page of photocopy for extracts from the publication

In such cases where the information by the applicant sought for under the RTI Act 2005 is not readily available and the concerned office / centre is required to depute employees specifically for the said purpose before and after office hours and on non-working days, PIO is authorized to charge such fee to recoup the cost incurred on deploying the employees which shall be worked out in detail and informed to the applicant well before delivery of the information. Such fee will be termed as further fee in the following manner:

8. **Further fee** : Under sub-section (3) of Section 7 of RTI Act 2005, the Public Information Officer is authorized to charge such fees to recoup the cost incurred on deploying Employees, specifically for this purpose to provide the information. (The cost shall include overtime/ conveyance and establishment cost). The details of the cost proposed to be charged along with calculations will be intimated to the applicant before delivery of information.

The revised fee structure will come into force with immediate effect and shall also be applicable to such applications which are pending for disposal.

(N.S. Padmanabhan)
General Manager (HR/Admn.) &
Central Public Information Officer