

CHAPTER-XVII

OTHER INFORMATIONS

1. Introduction

Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 may make a request preferably in the [Application Format](#) in writing or through electronic means to the **Public Information Officer**.

2. Application Fee

In accordance to directives given in the Gazette notification issued by Deptt. of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, Govt. of India, vide No.34012/8(s)/2005-Estt.(B) dated 16/09/2005, the application for obtaining information under sub-section (1) of section 6 must be accompanied by prescribed application fee drawn in favour of ONGC Videsh Limited, payable at New Delhi. At present the application fee, which is subject to change from time to time, is as under: -

Application fee : Rs. 10/- (Rupees ten only)

Mode of payment : By cash against proper receipt or by demand draft/banker's cheque

Persons who belong to BPL category are not required to pay any fee provided necessary documents are produced in support of their claim. If the fee is to be paid in cash, the same can be deposited at the registered office of the company and receipt thereof should be enclosed along with the application for information.

3. Additional Fee

In case it is decided to provide the information, the requester shall be informed of the additional fees required to be deposited by him/her for the information sought and information shall be furnished after the deposit of the fee by the Requester, as per the Act.

In accordance to directives given in the above mentioned Gazette notification dated 16/09/2005, for providing the information under sub-section (1) of Section 7 of the Act, an additional fee shall be charged. At present, the applicable rates, which are subject to change from time to time, are given as under, :-

- | | | |
|----|--|--|
| a. | For each page (in A-4 or A-3 size paper) created or copied | Rs. 2/- per page |
| b. | For a copy in larger size paper | Actual charge or cost price |
| c. | For samples or models | Actual cost or price |
| d. | For inspection of records | No fee for the first hour; and a fee of Rupees five for each subsequent hour (or fraction thereof) |

Further, for providing the information under sub-section (5) of Section 7 of the Act, the fee shall be charged at the following rates: -

- | | | |
|----|--|---|
| a. | For information provided in diskette or floppy | Rs. 50/- (Rupees fifty only) per diskette or floppy |
| b. | For information provided in printed form | At the price fixed for such publication or Rs.2/- per page of photocopy for extracts from the publication |

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

4. Grounds for Rejection of Request

Request for supply of any information/document falling under the following categories can be rejected:

- If exempted under the provisions of Section (8) of the Right to information Act, 2005.

Infringing upon the copy right of any person other than the State (section 9) of the Right to information Act, 2005.

5. Time Limit to Get Information

- 30 days from the date of application.
- 48 hours for information concerning the life and liberty of a person.
- If the interests of a third party are involved then time limit will be 40 days (maximum period+ time given to the party to make representation).
- Failure to provide information within the specified period is a deemed refusal.

6. Appeal

In case the requester who does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7 of the Act, or is aggrieved by a decision of the PIO, as the case may be, may within thirty days from the expiry of such period from the receipt of such a decision, prefer an appeal to the Appellate Authority for redressal of the grievance.

For More Details on Right to Information Act, 2005 please visit www.persmin.gov.in or www.righttoinformation.gov.in

ONGC VIDESH LIMITED
Application form for seeking information under RTI Act

The Public Information Officer
ONGC Videsh Limited
6th Floor, Kailash Building
26, K.G. Marg, New Delhi -110001

1. Full Name of the Applicant
(In capital letters)

2. Father's/Husband's Name
(In capital letters)

3. Complete Address
(In capital letters)

Distt	State	Pin
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4. Telephone No.

Office

Residence

Mobile, if any

5. Whether belongs to BPL category
(if yes, please attach a copy of the BPL/Antyodaya ration card to claim waiver of the application fee)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

6. Details of Application fee:

Cash Receipt /DD/ Amount	Date	Name of the issuing Bank/Authority	
Bankers cheque No.			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Particulars of Information required: (Please enclose separate sheet, if required)

8. Form / medium of information required:

DECLARATION

I state that the information sought does not fall within the restriction contained in Section 8 & 9 of the RTI Act and to the best of my Knowledge it pertains to our Company.

Place:

Signature of Applicant

Date: