

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

TELK is maintaining a website www.telk.com. Interested people can visit this website for desired information.

Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 may make a request in writing or through electronic means to the Public Information Officer or the Assistant Public Information Officer.

Application Fee

At present the application fee is Rs 10/- (subject to change from time to time).

Kerala State Gazette Notification dated 22.12.2007 and 03.06.2008 by which the procedure for remittance of fee for providing information in the case of Public Authorities other than Government Departments is amended vide Government Order No. GO (P) No. 540/2007/GAD dated 18th December, 2007 as detailed below:

“provided that in the case of public authorities other than the Government Departments, the fee shall be remitted to the account of such public authority as provided in clauses (c) and (d) of rule 3”.

Clauses c & d are specified as follows:

- c) by cash remittance against proper receipt in the Office of the Public Information Officer/Assistant Public Information Officer as the case may be, or
- d) by Demand Draft/bankers cheque/pay order payable to the Public Information Officer/ Assistant Public Information Officer.

In view of the above Government Order, it is hereby informed that applications under Right to Information Act will only be accepted with application fee as per clause (c) and (d) of Rule (3) of the Right to Information (Fee and Cost) Rules 2006.

In line with the Government of India directives, Indian Postal Order is also accepted as one of the mode of payment of fee.

Additional fee

In case it is decided to provide the information, the Requester shall be informed of the additional fees, if any, 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 with directives given in the Gazette notification issued by Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pension, Govt. of India, vide no. 34012/8(s)/2005-Estt.(B) dated 16.09.2005, for providing the information

under sub-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 (A4 / A3 size paper) - Rs.2 per page
- b) For copy in larger size paper - actual cost or price
- c) For samples or models - Actual cost or price
- d) For inspection of records - no fee for first hour Fee @Rs.5 for each hour (or fraction Thereof) thereafter

Further for providing the information under sub-section (5) of the RTI Act, the fee shall be charged as below;

- a) For information provided in diskette/floppy - Rs.50/- per diskette/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 the above mentioned additional fees shall be the same as application fee.

For persons who belong to BPL Category

Persons who belong to BPL category are not required to pay any fee provided necessary documents are produced in support of their claim. However, as per the G.O.(P) No.20/2015/GAD dated 17.01.2015 of General Administration (Co-ordination) Department, Government of Kerala, the free supply of materials shall be restricted to 20 pages only.

Appeal

In case the Requester who does not receive a decision within the time specified in sub-section (1) of clause (a) of sub-section (3) of section 7 of the Act or is aggrieved by decision of the Public Information Officer, 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.

Library Facility for general public

Presently TELK does not have any Library Facility for general public.