

## MANUAL –XVII

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND THEREAFTER UPDATED THESE PUBLICATIONS EVERY YEAR**

### **APPLICATION PROCEDURE FOR REQUESTING INFORMATION**

1. Written application for seeking information **in person** shall be accompanied by an application fee of Rs. 10/- in cash against proper receipt or Demand Draft/Banker's cheque payable to National Institute of Secondary Steel Technology.
2. Written Application seeking information by **post/courier** shall be accompanied by an application fee of Rs. 10/- **by way of demand draft/Banker's cheque only** payable to National Institute of Secondary Steel Technology. **No cash will be accepted through post/courier;**
3. Thereafter, the fees or costs of the information requested for/to be provided are as under:
  - a. Rupees two for each page (in A-4 or A-3 size paper)
  - b. Actual charge or cost price of a copy in large size paper
  - c. Actual cost of 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 subsequent hour (or fraction thereof)
  - e. For information provided in diskette or floppy, rupees fifty per diskette or floppy
  - f. For information provided in printed form, at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.