

## 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. Any citizen can submit their online application also at RTI portal- <https://rtionline.gov.in>
4. 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 printed form, at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

### **5. Particulars of facilities available to citizen for obtaining information**

National Institute of Secondary Steel Technology, Post Box No.92, Sirhind Side,  
Mandi Gobindgarh, Punjab-147301.

Timing 09:30 AM to 05:30 PM (Monday to Friday except Gazetted Holidays)

Contact Person - Shri B.K. Bansal, Sr. Deputy Director (F&A) / (P&A)

Landline No- 01765-510141 & 511142,

Mob- 9814897414

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