

### **Particulars of the facilities available to citizen for obtaining information**

NCB receives RTI Applications related to National Council for Cement and Building Materials and statutory fees thereof, as prescribed under the RTI Act, 2005 both offline and online.

Information Facilities –uploaded in our website [ncbindia.com](http://ncbindia.com)

#### ***Facilities Available:***

- 1) Receiving of RTI Applications / First Appeals relating to NCB from the Public/ through Post, online and other means of communications and forwarded to concerned within NCB.
- 2) Accept fees in Cash and through DD / IPO / Cheque and issue receipt.
- 3) Coordinates and dispose of RTI application / First appeals centres and ensure timely dispose of.
- 4) Provide available information immediately.

#### ***Charges/Fee:***

Application Fee – Rs.10/- Additional Fees:

- 1) Rupees two for each page in A-3 or smaller size paper
- 2) Actual cost or price of a photocopy in large paper
- 3) Actual cost or price for samples or models.
- 4) Rupees fifty per diskette or floppy.
- 5) Price fixed for a publication or rupees two per page of photocopy for extract from the publication.
- 6) No fee for inspection of records for the first hour of Inspection and a fee of rupees five for each subsequent hour or fraction thereof; and
- 7) So much of postal charge involved in supply of information that exceeds fifty rupees.

#### ***Exemption from Payment of Fees:***

No fee shall be charged from any person who, is Below Poverty Line (BPL) provided a copy of the Certificate issued by the appropriate Government in this regard is submitted alongwith the application.