

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

Any citizen can access the website of OIL www.oil-india.com for desired information. OIL makes continuous corporate disclosures through its website on various issues E.g. Board of Directors Corporate performance, Ownership pattern, General Meetings, Annual Reports. Policies and guidelines for investors, Tenders, etc.

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

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 **Oil India Ltd.** payable at the local office where the application has been submitted. 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/Indian Postal Order.

Persons who belong to BPL category are not required to pay any fee provided necessary documents are produced in support of their claim.

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, an additional fee shall be charged. At present, the applicable rates, which are subject to change from time to time, are given as under, :-

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

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

1	For information provided in diskette or floppy	Rs. 50/- (Rupees fifty only) per diskette or floppy
2	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

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, or is aggrieved by a decision of the CPIO, 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 Departmental Appellate Authority for redressal of the grievance.