

CIN - U18109UP2021GOI150744

PROCEDURE FOR SEEKING OF INFORMATION AND INSPECTION OF RECORDS:

1. Appointment of the Public Information Officer (PIO)
 - a) Public Information Officer has been designated in TCL to receive the request for seeking information as far as applicable to his area of responsibility.
 - b) Any Indian Citizen who is seeking information, or inspection of records, under provisions of this Act, can file an application in Form-A or Form-B, as the case may be to PIO. These forms are available with PIO, free of cost or the requester can take print of the same from the TCL website <https://troopcomfortslimited.co.in> by himself or write the letter in the same format.
 - c) Applicant shall not make a request for information or inspection of records which are exempted from disclosure under sections 8 and 9 of the Act.
 - d) Applicant shall mention in application whether the information sought for concerns the life or liberty of a person.
 - e) The reply shall be either collected by applicant or shall be forwarded to applicant either through post or courier, at the address given in the application form.
 - f) Requests which are not addressed to PIO or not specifying the exact Information required are not responded.
2. Recourse in case applicant is not satisfied with response or lack of it from PIO

In case the applicant fails to get a response from the PIO within stipulated time of the submission of application or is aggrieved by the response received within the prescribed period, he may prefer an appeal to the Appellate Authority within (TCL), for review. In case appeal is allowed, the reply shall be given to the applicant by the Appellate Authority.

3. Time Schedule

PIO will send the response to applicant within the period as specified under the act.

4. Other

- a) Each application for seeking information /inspection of records shall be accompanied by an application fee of Rs. 10/- by way of Postal Order/Cash/DD/Bankers Cheque.
Fee for providing information/ inspection of record will be as follows:
 - i) Rs. 2/- for each page (in A-4 or A-3 size) created or copied.
 - ii) Actual charge or cost price of a copy in larger size paper.
 - iii) Actual cost or price for samples or models.
 - iv) Inspection of records, No fee for first hour, A fee of Rs. 5/- for each subsequent hour or fraction thereof, thereafter.
 - v) Rs. 50/- per diskette or floppy containing information.
- b) Request shall be accepted only when it is related to PIO under the Act and is accompanied by the requisite fee as specified above.
- c) Applicant, upon getting notice from PIO, shall deposit the additional fee requested in connection with the processing of the request. The PIO shall not be responsible for delays occurring on account of the late receipt of additional payments from the applicant.
- d) In case the mode of payment is through Demand Draft or Banker's Cheque, the same shall be issued in favor of

- e) Application along with the money receipt towards cash payment or the Demand Draft or Banker's Cheque shall be accepted by PIO.
- f) Applicant shall not enclose any currency note (s) along with the application, delivered through post/courier. It is against provision of the Act and also the rules governing postal services.
- g) Applicant shall not deposit fee in excess of what is prescribed. Any extra money deposited with the public authority could be claimed by the applicant latest within 30 days from date of furnishing of reply by PIO. In any case, such extra amount shall not be considered against any other request for information.
- h) In case required, PIO shall inform the applicant about additional fee to be deposited by him towards furnishing of information or inspection of records. Such additional fee shall be deposited by the applicant, as applicable, promptly, prior to release of information / inspection of documents.
- i) Below poverty line- No fees.

“RTI Returns”

पंजीकृत कार्यालय & कॉरपोरेट मुख्यालय –ट्रूप कम्फर्ट्स लिमिटेड, टीसीएल कॉर्पोरेट भवन, जी.टी. रोड कानपुर
(उ०प्र०) 208013 फोन : 0512-2451781 – 83,फैक्स: 0512-2450099

REGISTERED OFFICE & CORPORATE HQRS: TROOP COMFORTS LIMITED, TCL CORPORATE
BHAWAN, G.T. ROAD, KANPUR, (U.P.) – 208013PHONE: 0512-2451781-83, FAX: 0512-2450099
www.troopcomfortslimited.co.in, E-mail: info@troopcomfortslimited.co.in