

PROCEDURE FOR OBTAINING INFORMATION UNDER THE RIGHT TO INFORMATION ACT, 2005 FROM THE INSTITUTE OF COST ACCOUNTANTS OF INDIA.

The Institute is maintaining a website <https://icmai.in/Home/Index>

Interested people can visit this website for desired information. If the required information is not available in the website the a citizen of India can obtain the required information by making a request under his / her signature addressed to the Public Information Officer / Assistant Public Information Officer of The Institute of Cost Accountants of India on a plain paper enclosing therewith requisite fee.

Application Fees

In accordance with the directive given in the Gazette notification of Deptt. of Personnel & Training, Ministry of Personnel, Public Grievances and Pension, 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 The Institute of Cost Accountants of India payable at New Delhi.

Application fee : Rs 10/-

Mode of payment : By cash against proper receipt or by demand draft/banker's cheque or Indian Postal Order in favour of " The Institute of Cost Accountants of India" & payable at New Delhi

Additional Fee

The applicant 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 applicant.

In accordance with directives given in the above mentioned Gazette notification dated 16/09/2005, for providing the information under sub-section 7, of the Act an additional fee shall be charged. At present, the applicable rates, are given as under

a	For each page (in A-4 or A-3 size paper)	Rs. 2/- per page
b	For a copy in larger size paper	Actual price
c	For priced publications	Actual price printed
d	For inspection of records	No fee for the first hour; and a fee of Rs. 5/- for each fifteen minutes (or fraction thereof) thereafter
e	For information provided in diskette or floppy	Rs. 50/- per diskette or floppy

In case the Requester who does not receive a decision within the time specified in sub-section (1) of clause (a) of sub-section (3) of section 7 of the Act or is aggrieved by decision of the Public Information Officer, 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 Appellate Authority for redressal of the grievance.

Names, Address, Telephone Nos. of Public Information Officer (PIO), Appellate Authority and Transparency Officer

Appellate Officer

CMA Tarun Kumar

Director

The Institute of Cost Accountants of India

4th Floor, 3, Institutional Area, Lodhi Road, New Delhi-110003

Phone: +91 11 24666127

Email: rti.appellate@icmai.in

Public Information Officer

1. **CS Vibhu Agarwal**

Joint Director (Legal)

The Institute of Cost Accountants of India

4th floor, 3 Institutional Area

Lodhi Road, New Delhi-110003

Tel.Nos. (011) 24666132

Email- pio@icmai.in

2. **Shri Prajato Mukherjee**

Deputy Director (Legal)

The Institute of Cost Accountants of India

CMA Bhawan, 12, Sudder Street,

Kolkata- 700016

Tel. Nos. (033) 40364710

Email- pioexam@icmai.in

For examination related matters

Transparency Officer

CMA Dr. D. P. Nandy

Secretary (Officiating)

Email- transparency@icmai.in/ secy@icmai.in