

4.4 **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use**

HSCC is maintaining a website www.hsccltd.co.in . Interested people can visit this website for desired information. If the required information is not available in the website, a citizen can send email to HSCC at hsccltd@hsccltd.co.in or write a letter seeking the required information. If the required information is available and can be provided, the same will be provided within reasonable time.

Any Citizen of India who desires to obtain any information under the Right to Information Act, 2005 may make a request in writing addressed to the Public Information Officer.

For seeking information under RTI, the applicant is required to submit application fee of Rs. 10/-. The Mode of payment of fees are: by demand draft/banker's cheque/ Indian Postal Order. Persons belonging to BPL category are not required to pay any fee provided necessary documents are produced in support of their claim. Where a decision is taken to provide the information on payment of any further fee representing the cost of providing the information, the Applicant shall be informed of the quantum of additional fees is charged as per RTI Act 2005.

Appeal -In case the Applicant 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 PIO, 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.