

**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 [www.icmai.in](http://www.icmai.in). 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 Indu Sharma**

Joint Director (Professional Development)  
The Institute of Cost Accountants of India  
3rd floor, 3 Institutional Area  
Lodhi Road, New Delhi-110003  
Tel. Nos.(011) 24666104

**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

2. **Shri Prajato Mukherjee**

**For examination related matters**

Assistant Director (Legal)  
The Institute of Cost Accountants of India  
CMA Bhawan, 12, Sudder Street,  
Kolkata- 700016  
Tel. Nos. (033) 40364710

**Transparency Officer**

**CMA Arup Sankar Bagchi**

Senior Director  
The Institute of Cost Accountants of India  
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