

# RIGHT TO INFORMATION

## PROCEDURE OF FILING APPLICATION

A person who desires to obtain any information under this Act shall make a request to the concerned Public Information Officer in writing or through electronic means in English or in Malayalam accompanying stipulated fee specifying the particulars of the information sought by him or her

## FORMAT OF APPLICATION FORM

There is no specific Application Form. The applicant should clearly mention his/her Name and Address for correspondence. Telephone Number (Optional).

## PROCEDURE FOR SEEKING INFORMATION

A request for obtaining information under sub-section (1) of Section 6 of the Act shall be made to the concerned State Public Information Officer or through the State Assistant Public Information officer, As the case may be accompanied by an application fee of rupees ten. The application fee shall be paid in any of the following manners:

- (a) By affixing Court fee Stamp ,or
- (b) by remitting the amount in the Government Treasury, under the Head of Account "0070-60-118-99-Receipts under the Right to Information Act,2005"  
or
- (c) by cash remittance against proper receipt in the office of the State Public Information Officer/State Assistant Public Information Officer ,as the case  
May be,  
or
- (d) by demand draft/bankers cheque /pay order payable to the SPIO/SAPIO

(e) by cash remittance in the Akshaya Common Service Centre or at any agency duly authorized by the Government, against proper receipt generated by the online software for this purpose

## FEE FOR PROVIDING INFORMATION

1. For providing information under sub-section (1) of Section 7, the fee shall be charged at the following rates:

- (a) rupees two for each page in 'A4 size 'paper
- (b) actual charge or cost price of the copy in larger size paper
- (c) actual cost or price for samples or models ,maps, plans and
- (d) for inspection of records, no fee for the first hour and a fee of Rs. Ten for every subsequently thirty minutes or fraction thereof

2. For providing information under sub-section (5) of Section 7, the fee shall be charged at the following rates,

- (a) for information provided in diskette or floppy or CD or any other electronic mode, rupees Fifty(for each)
- (b) for information provided in printed form, rupees two or for each page or the actual price Fixed for such publication

3. Remittance of fee by way of demand draft etc.

Every demand draft, banker's cheque or pay order mentioned in rule 3 or rule 4 shall be taken in favour of the State Public Information Officer/Assistant Public Information Officer such a way that the same shall be encashed at the branches of any Nationalised Bank/Scheduled Bank situated near the office of the SPIO/SAPIO.

**OFFICERS DESIGNATED UNDER SECTION 5(1) OF THE RTI ACT, 2005**

SI No	Name of Office	Assistant State Public Information Officer with Phone No.& Email address	State Public Information Officer with Phone No. & Email address	1 <sup>st</sup> Appellate Authority with Phone No. & Email address	Appellate Authority
(1)	(2)	(3)	(4)	(5)	(6)
1.	Office of the Commissioner, State Goods and Services Tax Department, Kerala, Tax TOWER, Karamana P.O., Thiruvananthapuram -695002.	(1) State Tax Officer, 'A' Section, Office of the Commissioner Phone 04712785223 Email- asectioncct.ctd@kerala.gov.in  (2) State Tax Officer, 'K' Section, Office of the Commissioner Phone-0471 2785265 Email- ksectioncct.ctd@kerala.gov.in	Assistant Commissioner of: State Tax-I, Office of the Commissioner, Mobile 9447786357 Email - ac1.ctd@kerala.gov.in  Assistant Commissioner of State Tax (Legal Wing), Office of the Commissioner, Phone- 04712786275 Email ksectioncct.ctd@kerala.gov.in	Commissioner of State Tax Mobile -9447781000  Email - <a href="mailto:cct.ctd@kerala.gov.in">cct.ctd@kerala.gov.in</a>	State Chief Information Commissioner, Kerala, TVPM
2.	Office the Deputy Commissioner, SGST Department. Thiruvananthapuram		Manager, Office of the Deputy Commissioner, Thiruvananthapuram Phone - 04712785026	Deputy Commissioner, Thiruvananthapuram Mobile 9447786399 Email tvmdc.ctd@kerala.gov.in	-do-
3.	Office of the Deputy Commissioner (Intelligence), SGST Department, Thiruvananthapuram		State Tax Officer, Office of the Deputy Commissioner (Intelligence.), Thiruvananthapuram, Phone- 04712785007	Deputy Commissioner (Intelligence), Thiruvananthapuram Mobile- 9447784000 Email - tvmdci.ctd@kerala.gov.in	-do-

4.	Office of the Deputy Commissioner, SGST Department, Kollam		Manager, Office of the Deputy Commissioner, Kollam Phone – 04742742760	Deputy Commissioner, Kollam Mobile – 9447786333 Email - klmdc.ctd@kerala.gov.in	-do-
5.	Office of the Deputy Commissioner, SGST Dept., Pathanamthitta		Manager, Office of the Deputy Commissioner, Pathanamthitta Phone - 04682325088	Deputy Commissioner, Pathanamthitta Mobile – 9447786393 Email- ptadc.ctd@kerala.gov.in	State Chief Information Commissioner, Kerala, TVPM
6.	Office of the Deputy Commissioner, SGST Department., Alappuzha		Manager. Office of the Deputy Commissioner, Alappuzha Phone- 04772243596	Office of the Deputy Commissioner, SGST Department., Alappuzha Mobile – 9447786363 Email - alpdc.ctd@kerala.gov.in	-do-
7.	Office of the Deputy Commissioner, SGST Department., Kottayam		Manager, Office of the Deputy Commissioner; Kottayam Phone - 04812562314.	Office of the Deputy Commissioner, SGST Dept., Kottayam Mobile - 9447786337. Email - ktmhc.ctd@kerala.gov.in	-do-
8.	Office of the Deputy Commissioner, SGST Dept., Idukki		Manager, Office of the Deputy Commissioner; Idukki Phone -04868272431	Office of the Deputy Commissioner, SGST Dept., Idukki Mobile -9447788341 Email- idkdc.ctd@kerala.gov.in	-do-
9.	Office of the Deputy Commissioner, SGST Department., Ernakulam		Manager, Office of the Deputy Commissioner; Ernakulam Phone- 04842359440	Office of the Deputy Commissioner, SGST Dept., Ernakulam Mobile – 9447786369 Email – ekmdc.ctd@kerala.gov.in	-do-

10	Office of the Deputy Commissioner (Intelligence), SGST Department., Ernakulam		State Tax Officer, Office of the Deputy Commissioner (Int.), Ernakulam Phone- 04842544300	Office of the Deputy Commissioner (Intelligence), SGST Department., Ernakulam Mobile 9447785000 Email - <a href="mailto:ekmdci.ctd@kerala.gov.in">ekmdci.ctd@kerala.gov.in</a>	-do-
11	Office of the Deputy Commissioner, SGST Department., Mattancherry		Manager, Office of the Deputy Commissioner, Mattancherry Phone 04842225979	Office of the Deputy Commissioner, SGST Department., Mattancherry Mobile:9447786365 Email: <a href="mailto:mtydc.ctd@kerala.gov.in">mtydc.ctd@kerala.gov.in</a>	-do-
12	Office of the Deputy Commissioner, SGST Department., Thrissur		Manager, Office of the Deputy Commissioner, Thrissur Phone :04872388799	Office of the Deputy Commissioner, SGST Department., Thrissur Mobile -9447786336 Email - <a href="mailto:tsrdc.ctd@kerala.gov.in">tsrdc.ctd@kerala.gov.in</a>	State Chief Information Commissioner, Kerala, TVPM
13	Office of the Deputy Commissioner, SGST Department., Palakkad		Manager, Office of the Deputy Commissioner, Palakkad Phone - 04912505568	Office of the Deputy Commissioner, SGST Department., Palakkad Mobile -9447786356 Email - <a href="mailto:pkddc.ctd@kerala.gov.in">pkddc.ctd@kerala.gov.in</a>	-do-
14	Office of the Deputy Commissioner, SGST Department., Malappuram		Manager, Office of the Deputy Commissioner, Malappuram Phone- 04832737377	Office of the Deputy Commissioner, SGST Department., Malappuram Mobile -9447786335 Email - <a href="mailto:mlpdc.ctd@kerala.gov.in">mlpdc.ctd@kerala.gov.in</a>	-do-

15	Office of the Deputy Commissioner, SGST Department., Kozhikode		Manager, Office of the Deputy Commissioner, Kozhikode Phone - 04952770088	Office of the Deputy Commissioner, SGST Department., Kozhikode Mobile – 9447786320 Email – <a href="mailto:kkddc.ctd@kerala.gov.in">kkddc.ctd@kerala.gov.in</a>	-do-
16	Office of the Deputy Commissioner (Intelligence), SGST Dept., Kozhikode		State Tax Officer, Office of the Deputy Commissioner (Int.), Kozhikode Phone: 04952770036	Office of the Deputy Commissioner (Intelligence), SGST Dept., Kozhikode Mobile – 9447786000 Email – <a href="mailto:kkddci.ctd@kerala.gov.in">kkddci.ctd@kerala.gov.in</a>	-do-
17	Office of the Deputy Commissioner, SGST Department., Wayanad		Manager, Office of the Deputy Commissioner, Wayanad Phone - 04936205424	Office of the Deputy Commissioner, SGST Department., Wayanad Mobile -9447787000 Email <a href="mailto:wyddc.ctd@kerala.gov.in">wyddc.ctd@kerala.gov.in</a>	-do-
18	Office of the Deputy Commissioner, SGST Department., Kannur		Manager, Office of the Deputy Commissioner, Kannur Phone- 04972700863	Office of the Deputy Commissioner, SGST Department., Kannur Mobile 9447786345 Email- <a href="mailto:knrdc.ctd@kerala.gov.in">knrdc.ctd@kerala.gov.in</a>	-do-
19	Office of the Deputy Commissioner, SGST Department., Kasaragode		Manager, Office of the Deputy Commissioner, Kasaragode Phone: 04994256820	Office of the Deputy Commissioner, SGST Department., Kasaragode Mobile: 9447786385 Email: <a href="mailto:ksddc.ctd@kerala.gov.in">ksddc.ctd@kerala.gov.in</a>	-do-