

RTI REQUEST DETAILS			
Registration No. :	CSLTD/R/E/25/00068	Date of Receipt :	26/09/2025
Type of Receipt :	Online Receipt	Language of Request :	English
Name :		Gender :	
Address :			
State :		Country :	
Phone No. :		Mobile No. :	
Email :			
Status(Rural/Urban) :		Education Status :	
Is Requester Below Poverty Line ? :	No	Citizenship Status	Indian
Amount Paid :	10)	Mode of Payment	Payment Gateway
Does it concern the life or Liberty of a Person ? :	No(Normal)	Request Pertains to :	
Information Sought :	Please provide a copy of the official communication policy or guidelines of Cochin Shipyard Limited that govern the protocol for replying to official emails sent by employees or departments within the organization. Specifically, clarify whether higher authorities are required or bound to respond to official requests sent via email through the same medium (email), and if there are any prescribed timelines or alternative methods of communication authorized for such replies.		
<input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Close"/>			



CSL/SEC/CS/CORRESP/RTI/2025/2

October 23, 2025

Sub: Information Under Right to Information Act

Dear Sir,

1. Please refer your RTI request no. CSLTD/R/E/25/00068 dated September 26, 2025. The reply to the information sought under the said request is given below.

- (i) Please provide a copy of the official communication policy or guidelines of Cochin Shipyard Limited that govern the protocol for replying to official emails sent by employees or departments within the organization. Specifically, clarify whether higher authorities are required or bound to respond to official requests sent via email through the same medium (email), and if there are any prescribed timelines or alternative methods of communication authorized for such replies.

Reply

Information not available.

2. If you are not satisfied with the above reply, you may prefer an appeal within 30 days from the date of receipt of this letter to Shri Jose V J, Director (Finance) & Appellate Authority, Cochin Shipyard Limited, Administrative Building, Cochin Shipyard Premises, Perumanoor, Kochi – 682015.

Thanking You,

Yours faithfully,

Digitally signed by SYAMKAMAL
Date: 2025.10.23 18:32:42 +05'30'

Syamkamal N
Company Secretary & CPIO

