

Procedure for Request of Information

1.	What is the Application Procedure for requesting information?
	<ol style="list-style-type: none">1. Apply in writing or through electronic means in English or Hindi or in the official language of the area, to the CPIO, specifying the particulars of the information sought for.2. Reason for seeking information are not required to be given;3. Pay fees as may be prescribed (if not belonging to the below poverty line category).
2.	What is the time limit to get the information?
	<ol style="list-style-type: none">1. 30 days from the date of application2. 48 hours for information concerning the life and liberty of a person3. 5 days shall be added to the above response time, in case the application for information is given to Assistant Public Information Officer.4. If the interests of a third party are involved then time limit will be 40 days (maximum period + time given to the party to make representation).5. Failure to provide information within the specified period is a deemed refusal.
3.	What is the fee?
	<ol style="list-style-type: none">1. Application fees to be prescribed which must be reasonable.2. If further fees are required, then the same must be intimated in writing with calculation details of how the figure was arrived at;3. Applicant can seek review of the decision on fees charged by the CPIO by applying to the appropriate Appellate Authority;4. No fees will be charged from people living below the poverty line5. Applicant must be provided information free of cost if the CPIO fails to comply with the prescribed time limit.6. The fee can be deposited with cashier of CSIR-NEERI, the receipt of the same can be handed over to CPIO/APIO. In case of Cheque/Demand Draft the same can be handed over to CPIO/APIO directly.
4.	What could be the ground for rejection?
	<ol style="list-style-type: none">1. If it is covered by exemption from disclosure. (S.8)2. If it infringes copyright of any person other than the State. (S.9)