

## **Procedure for Request of Information**

<b>1.</b>	<b>What is the Application Procedure for requesting information?</b>
	<ol style="list-style-type: none"><li>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.</li><li>2. Reason for seeking information are not required to be given;</li><li>3. Pay fees as may be prescribed (if not belonging to the below poverty line category).</li></ol>
<b>2.</b>	<b>What is the time limit to get the information?</b>
	<ol style="list-style-type: none"><li>1. 30 days from the date of application</li><li>2. 48 hours for information concerning the life and liberty of a person</li><li>3. 5 days shall be added to the above response time, in case the application for information is given to Assistant Public Information Officer.</li><li>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).</li><li>5. Failure to provide information within the specified period is a deemed refusal.</li></ol>
<b>3.</b>	<b>What is the fee?</b>
	<ol style="list-style-type: none"><li>1. Application fees to be prescribed which must be reasonable.</li><li>2. If further fees are required, then the same must be intimated in writing with calculation details of how the figure was arrived at;</li><li>3. Applicant can seek review of the decision on fees charged by the CPIO by applying to the appropriate Appellate Authority;</li><li>4. No fees will be charged from people living below the poverty line</li><li>5. Applicant must be provided information free of cost if the CPIO fails to comply with the prescribed time limit.</li><li>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.</li></ol>
<b>4.</b>	<b>What could be the ground for rejection?</b>
	<ol style="list-style-type: none"><li>1. If it is covered by exemption from disclosure. (S.8)</li><li>2. If it infringes copyright of any person other than the State. (S.9)</li></ol>