

How to Apply

1. Apply in writing or through electronic means in English or Hindi or in the official language of the area, to the PIO, 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).
4. In case application sent by post, Indian Postal Order, Demand Draft or Banker Cheque of Rs.10/- on account of application fee may be accompanied drawn in favor of ICAR-CIWA.

Time limit to get the information

1. 30 days from the date of receipt of application.
2. 48 hours for information concerning the life and liberty of a person.
3. 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 made representation).
5. Failure to provide information within the specified period is deemed refusal

Fee

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 PIO by applying to the appropriate Appellate Authority.
4. No fees will be charged from people living below the poverty line.
5. Applicant must be provided information free of cost if the PIO fails to comply with the prescribed time limit.

Grounds of rejection

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)

Appeal

1. 1st appeal to the appellant authority with in the Department with in 30 days.
2. 2nd appeal to Central Information Commission/State Information Commission as the case may be, with in 90 days.