

How to request for Information?

The request for obtaining information under sub-section (1) of section (6) shall be made in writing clearly specifying the information sought under the Act along with the contact details (postal address, telephone number, fax number, email address) so that the applicants can be contacted for clarifications or the information and the citizen status (Since as per the Act, information can be furnished only to citizens of India). The request should be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque/IPO.

For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque/IPO payable to the Account Officer of the public authority at the following rates :-

- rupees two for each page (in A-4 or A-3 size paper) created or copied;
- actual charge or cost price of a copy in large size paper;
- actual cost or price for samples or models; and
- for inspection of records no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof)

Thereafter;

For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque/IPO payable to the Pay & Account Officer of the public authority at the following rates :-

- (a) for information provided in diskette or floppy rupees fifty per diskette or floppy; and
- (b) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication