

5.5 Procedure for seeking of information and inspection of records under the right to information act 2005.

❖ Appointment of the Central Public Information Officer (CPIO):

- ✓ Central Assistant Public Information Officers (CPIO) have been designated in all AWEIL units to receive the request for seeking information.
- ✓ Any Indian citizen who is seeking information, or inspection of records, under provisions of this Act, can file an application in Form-A or Form-B, as the case may be to the CPIO. These forms are available free of cost or the requester can take print of the same from the AWEIL website <https://www.aweil.in> by himself or write the letter in the same format.
- ✓ Requester shall not make a request for information or inspection of records which are exempted from disclosure under sections 8 and 9 of the Act.
- ✓ Requester shall mention in application whether the information sought for concerns the life or liberty of a person.
- ✓ The Reply shall be forwarded to requester either through post or courier, email at the address given in the application form.
- ✓ Request which are not addressed to CPIO or not specifying the exact information required shall not be responded.

❖ Recourse in case requester is not satisfied with response or lack of it from CPIO

- ✓ In case the requester fails to get a response from the CPIO within stipulated time of the submission of application or is aggrieved by the response received within the prescribed period, he may prefer an appeal to the Appellate Authority within 30 days, for review. In case appeal is allowed, the information shall be supplied to the applicant by the Appellate Authority.

❖ Time Schedule

- ✓ CPIO will send the response to requester within the period as specified under the Act.

❖ Applicable fee and payments:

- ✓ Each application for seeking information / inspection of records shall be accompanied by an application fee of Rs. 10/- by way of DD / Bankers Cheque / Postal Orders payable to AWEIL, C/o Ordnance Factory, Kalpi Road, Kanpur-208009
- ✓ Fee for providing information / inspection of record will be as follows:
 - a. Rs.2/-for each page (in A-4 or A-3size), created or copied
 - b. Actual charge or cost price of a copy in larger size paper
 - c. Actual cost or price for samples or models; and



- d. Inspection of records; No fee for first hour; A fee of Rs.5/-for each subsequent hour or fraction here of, thereafter;
- e. Rs.50/- per diskette or floppy containing information.
- f. Information in printed form; price fixed for publication or Rs. 2/- per page of photo copy for extracts from the publication.
- g. Cost as determined by CPIO for furnishing information as per section 7 (3) (a) of the art
- h. Request shall be accepted only when it is related to CPIO under the Act and is accompanied by the requisite fee as specified above.
- i. Requester, upon getting notice from CPIO, shall deposit the additional fee / cost requested in connection with the processing of the request. The CPIO shall not be responsible for delays occurred on account of the late receipt of additional payments from the requester.
- j. In case the mode of payment is through Demand Draft or Banker's Cheque, Indian Postal Orders the same shall be issued in favor of M/s. AWEIL, Kanpur.
- k. Application along with the Demand Draft or Banker's Cheque, Indian Postal Order shall be accepted by CPIO.
- l. Requester shall not enclose any currency note(s) along with the application, delivered through post / courier. It is against provisions of the Act and also the rules governing postal services.
- m. Requester shall not deposit fee in excess of what is prescribed. Any extra money deposited with the public authority could be claimed by the requester latest within 30 days from date of furnishing of reply by CPIO. In any case, such extra amount shall not be considered against any other request for information.
- n. In case required, CPIO shall inform the requester about additional fee/cost to be deposited by him towards furnishing of information or inspection of records. Such additional fee shall be deposited by the requester, as applicable, promptly, prior to release of information/ inspection of documents.
- o. Requester who is below poverty line need not pay any fee. He will have to, however, show the ration card applicable to person below poverty line and submit a copy of same along with application. Such ration card must carry his name as recipient of benefits applicable to persons below poverty line.