

**STATE PROJECT MANAGEMENT UNIT  
INTEGRATED COASTAL ZONE MANAGEMENT PROJECT  
INSTITUTE OF ENVIRONMENTAL STUDIES AND WETLAND MANAGEMENT**

**PROCEDURE FOR SEEKING OF INFORMATION AND INSPECTION OF RECORDS**

**Under The Right To Information Act' 2005 (Hereinafter 'Act')**

**1. Appointment of the Public Information Officer (PIO):**

- 1.1 The Public Information Officer (PIO) has been designated at SPMU-ICZMP to receive the request for seeking information as far as applicable to their area of responsibility.
- 1.2 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 PIO. These forms are available in reception of SPMU-ICZMP Offices, free of cost or the requester can take print of the same from the ICZMP website <http://www.iczmpwb.org> by himself/herself or write the letter in the same format.
- 1.3 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.
- 1.4 Requester shall mention in application whether the information sought for concerns the life or liberty of a person .
- 1.5 The Reply shall be either collected by requester or shall be forwarded to requester either through post or courier, at the address given in the application form.
- 1.6 Request which are not addressed to PIO or not specifying the exact information required shall not be responded.

**2. Recourse in case requester is not satisfied with response or lack of it from PIO**

- 2.1 In case the requester fails to get a response from the PIO within stipulated time of the submission of application or is aggrieved by the response received within the prescribed period, he/she may prefer an appeal to the Appellate Authority within (ICZMP), for review. In case appeal is allowed, the information shall be supplied to the applicant by the Appellate Authority. Requester shall file his/her appeal using the prescribed format noted in Form C

### 3. Time Schedule

PIO will send the response to requester within the period as specified under the act.

### 4. Applicable fee and payments:

4.1 Each application for seeking information/inspection of records shall be accompanied by an application fee of Rs. 10/- by way of Cash / DD/ Bankers Cheque/Court Fee.

4.2 Fee for providing information/inspection of record will be as follows:

- (a) Rs. 2/- for each page (in A-4 or A-3 size), 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; A fee of Rs. 5/- for each 15 minutes or fraction thereof;
- (e) Rs. 50/- per diskette or floppy containing information;
- (f) Information in printed form; price fixed for publication or Rs. 2/- per page of photocopy for extracts from the publication.

4.3 Request shall be accepted only when it is related to PIO under the Act and is accompanied by the requisite fee as specified above at 4.1 above.

4.4 Requester, upon getting notice from PIO, shall deposit the additional fee requested in connection with the processing of the request. The PIO shall not be responsible for delays occurred on account of the late receipt of additional payments from the requester.

4.5 Cash payments shall be made to the Finance Officer, SPMU-ICZMP, IESWM against proper receipt, during normal working hours, personally by the requester or his authorized representative.

4.6 In case the mode of payment is through Demand Draft or Banker's Cheque, the same shall be issued in favour of Institute of Environmental Studies and Wetland Management.

4.7 Application along with the money receipt towards cash payment or the Demand Draft or Banker's cheque shall be accepted by PIO.

- 4.8 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.
- 4.9 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 PIO. In any case, such extra amount shall not be considered against any other request for information.
- 4.10 In case required, PIO shall inform the requester about additional fee 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.
- 4.11 Requester who is below poverty line need not pay any fee. He will have to, however, show the ration card (BPL / Antyodaya 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.