

How to apply

- Apply in writing or through Electronic means in English or in Hindi or in the official lingual in the area to PIO specifying the particulars of the information fought for
- Reason for seeking information are not required to be given
- Pay fee as may be prescribed (if not belonging to below poverty line category).
- In case application send by post Demand or Bankers cheque of Rs. 10/- on account of application fee may be accompanied drawn in favour of Pay and Account Officer . of SIDCO.

Time limit to give the information

- Thirty day from the date of application
- 48 hours for information concerning the life and liberty of a person.
- 5 days shall be added to above response time m, incase the application of information is given to Assistant Public Information Officer.
- If the interest of third party are involved then time limit will be 40 days (maximum period + time given to the party to make representation)
- Failure to provide information within the specified period sis deemed refusal.

Fee

- Application fees to be prescribed must be reasonable
- If further fees are required then the same must be intimated in writing with calculation details how the figures was arrived at.
- Applicant can seek review of the decision on fee charged by the PIO by applying to the appropriate Appellate Authority
- No fees will be charged from the person living below poverty line.
- Applicant must be provided information free of coast if the PIO fails to comply with the prescribed time limit

Grounds of Rejection

- If it is covered by exemption from discourse (S 8)
- If it is infringes copyright of any person other than the state (S 9)

Appeal

- Ist Appeal to the Appellant Authority within the Department within 30 days
- 2nd Appeal to the State Information Commission as the case may be within 90 days.