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| 1. | What is the Application Procedure for requesting information? |
| | <ul style="list-style-type: none"> I. Apply in writing or through electronic means in English or Hindi to the PIO or APIO, specifying the particulars of the information sought for. II. Reason for seeking information are not required to be given; III. Pay Rs. 10 (Ten) as application fee by way of cash against proper receipt or by demand draft or banker's cheque payable to the Accounts Officer of BBMB. <ul style="list-style-type: none"> a. Applicant can seek review of the decision on fees charged by the PIO by applying to the appropriate Appellate Authority; b. No fees will be charged from people living below the poverty line IV. Indicate the postal address/ contact number where PIO can send the information / rough cost estimate (if involved) or any other query relevant to the case. V. In case the Citizen is handicapped or sensory disabled PIO shall provide assistance to enable access to the information, including providing assistance as may be appropriate for inspection. |
| 2. | What is the time limit to get the information? |
| | <ul style="list-style-type: none"> I. 30 days from the date of application II. 48 hours for information concerning the life and liberty of a person III. 5 days shall be added to the above response time, in case the application for information is given to Assistant Public Information Officer. IV. If the interests of a third party are involved then time limit will be 40 days (maximum period + time given to the party to make representation). V. Failure to provide information within the specified period is a deemed refusal. VI. Applicant shall be provided information free of cost if the PIO fails to comply with the prescribed time limit. |
| 3. | What could be the ground for rejection? |
| | <ul style="list-style-type: none"> I. If it is covered by exemption from disclosure. (S.8) II. If it infringes copyright of any person other than the State. (S.9) III. If it is specifically barred under rules enacted by the appropriate Government or Competent authority as per the Act. |