

## **PROCEDURE FOR REQUESTING INFORMATION**

**Sec 6(1)** – A person shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying such fees....

Where such request cannot be made in writing, the CPIO/CAPIO “shall render all reasonable assistance to the person making the request orally to reduce the same in writing”.

The applicant shall be required to give only that information which is necessary for contacting him.

The public authority within 5 days of the receipt of the application has to transfer the application to the appropriate public authority holding the required information or dealing mainly with the subject matter.