

**Government of India**  
**Ministry of Water Resources**  
**Central Water and Power Research Station, Pune**

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*Guidelines for seeking information under Right to Information Act 2005*

The Government of India enacted the Right to Information Act 2005 (RTI Act 2005), which came into effect on 13<sup>th</sup> October 2005. The act is meant to give the citizens access to information under the control of public authorities so as to promote transparency and accountability in these organisations. CWPRS has made requisite arrangements to administer and implement the RTI Act 2005.

*Manual on CWPRS*

Under Section 4 (1) (b) of the RTI Act 2005, CWPRS has published a manual to provide suo motu information to citizens. The manual is available for perusal on CWPRS and MoWR websites.

*Who can request for information under the act and how?*

Any Indian citizen can request for information under Section 6 (1) of the RTI Act 2005 by making an application in writing or through electronic means in English/ Hindi/ Marathi, addressed to the Public Information Officer, CWPRS, Khadakwasla, Pune 411024. All such requests shall be accompanied by an application fee of Rs 10/- (Rupees Ten only), which can be paid in any one of the following ways.

- i) By cash, against proper receipt, paid to the Cashier (EE-C), CWPRS, Khadakwasla, Pune 411024; or
- ii) By Demand Draft for Rs 10/- (Rupees Ten only) drawn on any nationalised bank in favour of the Executive Engineer (Civil), CWPRS, Pune and payable at Pune
- iii) By Indian Postal Order in favour of the Executive Engineer (Civil), CWPRS, Pune and payable at Pune

The RTI Act does not provide for any formal application form for seeking information under the provisions of the act. An application can be given on plain paper in writing, or through electronic means. However, the requisite fee, as detailed above, must accompany the application.

The Public Information Officer (PIO) shall receive the requests for information from the public; and arrange for providing the same as permitted under the law. While seeking information under the act, it is not necessary for the applicant to give any reasons for the request. However, certain categories of information are exempt from disclosure under Sections 8 and 9 of the RTI Act 2005. Citizens are urged to refer to the related sections of the act before submitting request(s) for information.

The contact details of the PIO, Appellate Authority and the Transparency Officer are given below. The Appellate Authority will entertain and dispose off appeals, if any, against the decision of the PIO, as per provisions of the Act.

*Public Information Officer:*

Shri F.T. Mathew, Joint Director, CWPRS, Khadakwasla, Pune 411024  
Telephone: (020) 24103211/ 24103235 (O); (020) 25888307 (R); Fax: (020) 24381004;  
E-mail: mathew\_ft@cwprs.gov.in

*Appellate Authority:*

Dr. I.D. Gupta, Director, CWPRS, Khadakwasla, Pune 411024  
Telephone: (020) 24103500 (O); (020) 24348917 (R); Fax: (020) 24381004;  
E-mail: director@cwprs.gov.in

*Transparency Officer:*

Shri S. Govindan, Additional Director, CWPRS, Khadakwasla, Pune 411024  
Telephone: (020) 24103396 (O); (020) 26687748 (R); Fax: (020) 24381004;  
E-mail: govindan\_s@cwprs.gov.in