



CENTRAL POLLUTION CONTROL BOARD
DELHI – 110 032

RIGHT TO INFORMATION

About Right to Information Act 2005

Bringing Information to the Citizens: Right to Information Act 2005 mandates timely response to citizen requests for government information. It is an initiative taken by Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions to provide a- RTI Portal Gateway to the citizens for quick search of information on the details of first Appellate Authorities, PIOs etc. amongst others, besides access to RTI related information / disclosures published on the web by various Public Authorities under the government of India as well as the State Governments

Objective of the Right to Information Act: The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government, contain corruption, and make our democracy work for the people in real sense. It goes without saying that an informed citizen is better equipped to keep necessary vigil on the instruments of governance and make the government more accountable to the governed. The Act is a big step towards making the citizens informed about the activities of the Government.

Note 1: A person, who desires to obtain any information under the Right to Information Act, while submitting his/her request for information or access to information to Central Pollution Control Board (CPCB) has to give his/her full residential address, mobile number / e-mail as is also that he/she is a citizen of India.

Note 2: For details regarding CPCB Activities, Contact Details, Environmental Standards for various industrial sectors, Water / Air / Noise Quality Data's, Direction issued under Section 18 (1) (b) / 31 (A) of Water Act and Section 5 of EPA and other detailed information related to CPCB, the applicant may refer to website of CPCB, <http://cpcb.nic.in>

List of Central Public Information Officer of CPCB at Head office, Delhi are as follow:

S. No	Divisions	FAA / CPIO	Working Area
1	First Appellate Authority (FAA)	Member Secretary, CPCB	An officer senior in rank to the CPIO.

2	Nodal Officer	DH- PCP	Application filed through RTI Online Portal and submitted in Hard copy will reach the “Nodal Officer” and “Not” to the CPIO. The Nodal Officer will transmit the RTI application, either electronically or physically to the concerned CPIO for reply to applicant well within the stipulated time.
3	Industrial Pollution Control-I	DH- IPC-I	Chlor Alkali, Dyes & Dye Intermediate, Fertilizer, Oil Refineries, Pesticides, Pharmaceuticals, Paints & Enamel, Basic Organic and In-organic Chemicals, Oil drilling & gas extraction, Petro-Chemicals, Man-made fibre, International Conventions related to Stockholm, Rotterdam, UN Project., Deep sea discharge norms, Hazardous Chemicals.
4	Industrial Pollution Control-II	DH- IPC-II	Aluminium, Copper, Zinc, Integrated Iron & Steel, Cement, Thermal Power Plants, Coal Mining, Non-Coal Mining, Sponge Iron Industries.
5	Industrial Pollution Control-III	DH-IPC-III	Sugar, Distilleries, Pulp & Paper, Textiles, Food & Beverages, Soft Drinks, Coffee, Starch Industries.
6	Industrial Pollution Control-IV	DH - IPC-IV	Dairies & Gaushalas, Milk processing & Chilling plants, Tanneries, Slaughter House, and Crematorium.
7	Industrial Pollution Control-V	DH - IPC-V	Foundry & Furnaces, Stone Crushers, Hot Mix Plants, Brick Kilns, Rice Mills, Glass Industries, Ceramic, Foundry, Stone Crusher, Brick Kiln, Grain Process Mills, Plywood, Lime Kiln, Poultry Farms, Electroplating, Rolling & Pickling, Small Scale Paint industries, Beehive Coke Oven plants, Automobiles Service Station, Jaggery units and Arc & Induction, furnace, Activated carbon industry, firecrackers, Coir industry, Ready mix Concrete, Gold Assaying and other Small Scale Industries.
8	Industrial Pollution Control-VI	DH - IPC-VI	17 Category of Highly Polluting Industries, Industrial Categorization (Red, Orange, Green and White), Review of Standards, Grossly Polluting Industries (other than Ganga), OCEMS & SMS based inspections – coordination.
9	Industrial Pollution Control-VII	DH IPC-VII	Critically Polluted Industrial Clusters (CEPI), Common Effluent Treatment Plants (CETP), Enforcement Issues, and Eco Mark Scheme.
10	Urban Pollution Control-I	DH – UPC-I	Construction & Demolition waste, D.G. set norms, Airport zone (DGCA), Hotels, Railway emissions, Railway sidings.
11	Urban Pollution Control-II	DH – UPC-II	Plastic Waste Management, Solid Waste Management
12	Waste Management I	DH – WM-I	Bio-Medical Waste Management, Battery Waste Management, Remediation of Contaminated sites, Ship Breaking Activity, Bhopal Gas Leakage issues

13	Waste Management II	DH –WM-II	Hazardous & other wastes, Common & Captive TSDFs, H.W. Incinerators, Development of SOPs for Utilization of HW (Rule 9), End-of-life Vehicles (ELVs), Inventory of H.W, Sustainable Development Goals (SDG), Circular Economy, Used Oil.
14	Waste Management-III	DH- WM-III	Electronic Waste Management, Inventory of e-waste, EPR authorization, Tyre pyrolysis, Import & Export or Trans- boundary movement of Hazardous Waste
15	Air Quality Management	DH- AQM	Air Quality Management & Policy, Related Bilateral issues, Air Quality Management Plans, Source Apportionment Studies, Vehicular Pollution Control, Utilization of Environment Protection Charge (EPC) Funds, Implementation of National Clean Air Programme (NCAP), Vapour Recovery System (VRS) at Petrol pump terminals, Ambient Air Quality Standards, Smog Tower etc.
16	Air Quality Monitoring Network	DH- AQMN	National Air Quality Monitoring Programme (NAMP), Continuous Ambient Air Quality Monitoring System (CAAQMS), Rural Network, Satellite and Sensor-based Monitoring, Air & Air Quality & Health related project, Data Management.
17	Water Quality Management -I	DH- WQM-I	Water Quality Monitoring of Rivers, Lakes, Groundwater and Coastal Waters, Setting up of Real Time Water Quality Monitoring Stations, Water Quality Restoration Plan, Water Quality Monitoring of river Ganga including RTWQM, Sewage Management (excluding towns in Ganga basin)- issues on generation, collection& treatment in STPs, POP Idol, National Hydrology Project.
18	Water Quality Management -II	DH- WQM-II	Sewage Treatment of Ganga Towns and Drains (118 Towns), Industrial Pollution Control (Pollution Control Enforcement of Industries of Main Stem) of Ganga and Yamuna, GPIs in Ganga & Yamuna, Prevention control & abatement of pollution from grossly polluting industries (GPIs) in river Ganga & Yamuna main stem states, Monitoring of STPs/ CETP located in Ganga front towns, monitoring of drains confluing with river Ganga.
19	R&D	DH- R&D	Research and development, Development of EC guidelines, Utilization & Management of Environmental Compensation (EC) fund, Funding of projects under EC fund.
20	Bio Lab	DH- Bio Lab	Bio monitoring, Microbiology and toxicity analysis, Inter-state Monitoring etc.
21	Water Laboratory	DH Water Lab	Water, Wastewater & Soil Analysis, NABL & OHSMS, Intra & Inter Laboratory QC / QA programmes
22	Trace Organic Lab	DH- Trace Organic Lab	Pesticides, Organic Micro – pollutants, PAHs, Herbicides, Pharmaceutical compound, phenol & phenolic compounds

23	Air Lab	DH - Air Lab	Ambient Air Quality (Delhi and NCR) – CAAQMS & Manual systems, SODAR System. QA/ QC, Stack Monitoring, Calibration Facilities, Source emission monitoring, Method Standardization, Diwali special Monitoring
24	Instrumentation Lab	DH – Inst. Lab	Analysis of Heavy metals in various environmental samples, Analysis of Total Organic Carbon (TOC) and Total Organic Halides (TOX) in environmental samples, recognition of environmental laboratories under EPA 1986, Performance evaluation of EPA recognized laboratories through Analytical Quality Control (AQC) Exercise
25	Information Technology	DH - IT	Networking, Website updates, Enterprise Resource Planning, SPCB / PCC Support, GIS Development, Data Storage and Security, E-Samiksha, MIS – SPCB, Social Media management etc.
26	Pollution Control Planning	DH- PCP	Annual Action Plan for Grant-in-Aid, Re-constitution of Pollution Control Committees, Perspective Planning for strengthening of CPCB, Coordination with MoEF&CC on various issues, Parliament Questions, Assurance, Zero Hours, Rule 377, Calling attention and special mention matter, co-ordination of visit/meetings of Parliamentary Standing Committee on Science and Technology, Environment Forests and Committee on Subordinate Legislation Rajya Sabha, RTI matters, Consent Mechanism, Co-ordination of Central Sector Schemes - Control of Pollution, Performance Evaluation of SPCBs/PCCs, Nomination of officials from CPCB for various Committees of BIS as well as MoEF&CC and other Ministries, Nominating officials for various International programmes, Management of fund generated by CPCB under various mechanism etc.
27	Law	DH- LAW	All Court Cases of Supreme Court, High Courts, NGT, CAT & District Courts
28	Public Relation	DH - PR	Mass Awareness Programme, Coordination Activities, Public Grievances, NGO, ENVIS., Library and Annual Report Preparation.
29	Administration (P)	A.O. (P),	Personal, Administration and Vigilance matter, Implementation of Transfer Policy etc.
30	Administration (R)	A.O. (R)	Recruitment of Regular Staff and Project Staff.
31	Administration (M)	A.O. (M)	Procurement of instruments & equipment's, Material and Furniture, etc.
32	Admin. (Coord. & Medical)	A.O. (Co- ord)	Medical reimbursement to the staff as per policy.
33	Environmental Training	DH -ETU	Environmental Training for the official of SPCB/PCC and CPCB.

34	Assistant Secretary	Scientist E /Asst. Secretary	Constitution of Board and conducting Board meeting, Chairmen & Member Secretaries conferences, Technical Assistance to Member Secretary, Public and VIP complaints co- ordination, First Appeal cases under RTI
35	Accounts	DH - Accounts	Finance & Account matter of Grant-in-Aid, Central Sector Schemes, EC & EPC fund, CPCB fund etc.
36	Building	DH- Building	Parivesh Bhawan Maintenance, Vehicle Maintenance, Security, Estate etc.

List of Central Public Information Officer in Regional Directorates of CPCB are as follow:

S. No	Regional Directorate	Details of CPIO with Address	Jurisdiction
1	Bengaluru	Regional Director, A-Block, Nisarga Bhavan, 1st and 2nd Floors, 7th D Cross, Thimmaiah Road, Shivanagar, Bengaluru - 560079	Karnataka, Kerala, Goa & Lakshadweep
2	Bhopal	Regional Director, Parivesh Bhawan, Paryavaran Parisar E-5, Arera Colony, Bhopal - 462016	Madhya Pradesh, Rajasthan, Chhattisgarh
3	Chandigarh	Regional Director, BSNL Telephone Exchange, 2nd Floor, Sector -49C, Chandigarh – 160047	Chandigarh, Punjab, Haryana, Delhi, J&K, Ladakh and Himachal
4	Chennai	Regional Director, Second Floor, No.77-A, South Avenue Road, Ambattur Industrial Estate, Thiruvallur District, Chennai- 600 058	Tamil Nadu, Pondicherry, Andhra Pradesh, Telangana
5	Kolkata	Regional Director, South end Conclave' Block-502, 5th & 6th Floor, 1582, Razidanga, Main Road, Kolkata - 700107	West Bengal, Bihar, Jharkhand, Orissa, Andaman & Nicobar
6	Lucknow	Regional Director, PICUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow - 226010	Uttar Pradesh, Uttarakhand
7	Pune	Regional Director, Survey No. 110, Dhankude Multi-Purpose Hall, Baner Road, Baner, Pune - 411045	Maharashtra
8	Shillong	Regional Director, "TUM-SIR", Lower Motinagar, Near Fire Brigade H.Q., Shillong - 793014	Assam, Arunachal Pradesh, Manipur, Mizoram, Meghalaya, Sikkim, Tripura
9	Vadodara	Regional Director, Parivesh Bhawan, Opp. Ward 10 VMC Office, Subhanpura, Vadodara – 390 023	Gujarat, Daman Diu Dadra Nagar Haveli
10	Project Office Agra	Project Director, 4-Dholpur House, M.G. Road, Agra- 282001	Agra –Taj

The status of disposal of RTIs and Appeals are as follow:

Year	RTI Number		Appeal Number	
	Received	Disposed	Received	Disposed
2017 - 18	1682	1605	83	74
2018 - 19	2019	1844	150	131
2019 - 20	1964	1913	117	109
2020 - 21	1798	1707	144	133
2021 - 22	1616	1508	126	116
2022-2023	1721	1646	125	125
2023-2024	1497	1355	161	152

QUESTIONS & ANSWERS ON RTI -2005

1. What is Information?

Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

2. What is a Public Authority?

A "public authority" is any authority or body or institution of self-government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government organisations substantially financed by the Central Government or a State Government also fall within the definition of public authority. The financing of the body or the NGO by the Government may be direct or indirect.

3. What is a Central Public Information Officer?

Public authorities have designated some of its officers as Central Public Information Officer (CPIO). They are responsible to give information to a person who seeks information under the RTI Act.

4. What is an Assistant Public Information Officer?

These are the officers at sub-divisional level to whom a person can give his RTI application or appeal. These officers send the application or appeal to the Public Information Officer of the public authority or the concerned appellate authority. An Assistant Public Information Officer is not responsible to supply the information. The Assistant Public Information Officers appointed by the Department of Posts in various

post offices are working as Assistant Public Information Officers for all the public authorities under the Government of India.

5. What is the Fee for Seeking Information from Central Government Public Authorities?

A person who desires to seek some information from a Central Government Public Authority is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to the Accounts Officer of the Central Pollution Control Board as fee prescribed for seeking information.

6. What is the Fee for the BPL applicant for Seeking Information?

If the applicant belongs to below poverty line (BPL) category, she/ he is not required to pay any fee. However, she/he should submit a proof in support of his claim to belong to the below poverty line.

7. Is there any specific Format of Application?

There is no prescribed format of application / appeal for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

A model application format for seeking information & appeal is given as **Annexure 1 & Annexure 2**, respectively.

8. Is it required to give any reason for seeking information?

The information seeker is not required to give reasons for seeking information.

9. Is there any provision for exemption from Disclosure of Information?

Sub-section (1) of section 8 and section 9 of the Act enumerate the types of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information exempted under sub-section 3 (1) or exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure overweighs the harm to the protected interest.

10. Is there any assistance available to the Applicant for filing RTI application?

If a person is unable to make a request in writing, she / he may seek the help of the Central Public Information Officer to write her /his application and the CPIO should render her /him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the CPIO, shall provide such assistance to the person as may be appropriate for inspection.

11. What is the Time Period for Supply of Information?

In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

12. Is there any provision of Appeal under the RTI Act?

If an applicant is not supplied information within the prescribed time of 30 days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, she / he may prefer an appeal to the First Appellate authority who is an officer senior in rank to the CPIO. Such an appeal, should be filed within a period of 30 days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the CPIO is received. The Appellate Authority of the public authority shall dispose of the appeal within a period of 30 days or in exceptional cases within 45 days of the receipt of the appeal.

13. Is there any scope for second appeal under the RTI Act?

If the First Appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the First Appellate Authority, she /he may prefer a Second Appeal with the Central Information Commission (CIC) within 90 days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant.

14. Whether Complaints can be made under this Act? If yes, under what conditions?

If any person is unable to submit a request to a CPIO either by reason that such an officer has not been appointed by the concerned public authority; or the Assistant Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the CPIO or the Appellate Authority, as the case may be; or she /he has been refused access to any information requested by her/ him under the RTI Act; or she / he has not been given a response to a request for information within the time limit specified in the Act; or she /he has been required to pay an amount of fee which she /he considers unreasonable; or she / he believes that she /he has been given incomplete, misleading or false information, she /he can make a complaint to the Central Information Commission.

15. What is Third Party Information?

Third party in relation to the Act means a person other than the citizen who has made request for information. The definition of third party includes a public authority other than the public authority to whom the request has been made.

16. What is the Method of Seeking Information?

A citizen who desires to obtain any information under the Act, should make an application to the CPIO of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. She / He should make payment of application fee at the time of submitting the application as prescribed in the Fee Rules.

17. Is there any organization(s) exempt from providing information under RTI Act?

Yes, certain intelligence and security organisations specified in the Second Schedule, are exempted from providing information excepting the information pertaining to the allegations of corruption and human rights violations.

**FORMAT OF APPLICATION FOR SEEKING INFORMATION UNDER
THE RIGHT TO INFORMATION ACT, 2005.**

To

The Central Public Information Officer,
Central Pollution Control Board
Parivesh Bhawan,
East Arjun Nagar, Delhi – 110 032

PART I

1. Name of the Applicant :
2. Address for correspondence :
with PIN number
- E.Mail :
- Mobile Number :
3. Whether belonging to the :
Below Poverty Line (BPL),
Category: Yes / No, (If yes,
please attach proof)
4. Whether Citizen of India : Yes / No

PART II

5. Information sought (Specify :
particulars of information
sought)
6. To the best of my knowledge, : Yes .NO
the information sought above
pertains to CPCB
7. Whether the CPCB : If so, whether the information desired by you is
website <http://cpcb.nic.in> not available on the website? : Yes / No
has been visited by you?
8. Whether application fee of Rs 10/- is being paid by cash (please enclose copy of receipt)
or Money Order or Demand Draft or Banker's Cheque or Postal Order payable in favour
of the Drawing and Disbursing Officer, Central Pollution Control Board, Delhi in
accordance with the Right to Information (Regulation of Fees & Cost) Rules 2005?
Note: No fee is required to be paid, if the applicant belongs to the Below Poverty Line
Category.

Place :

Date :

(SIGNATURE OF THE APPLICANT)

FORMAT FOR APPEAL UNDER RIGHT TO INFORMATION ACT, 2005

To

First Appellate Authority,
Central Pollution Control Board
Parivesh Bhawan,
East Arjun Nagar, Delhi – 110 032

PART I

1. Name of the Applicant :
2. Address for correspondence :
with PIN number

E.Mail :
Mobile Number :

PART II

3. Date of Original Application :
4. Reply from CPIO : CPCB letter No:
Date :
5. First Appeal Details :

Sl. No.	Point No. of original RTI application	Extent of disagreement with CPIO' s reply	Prayer/ relief sought

6. Any other information related to the appeal :

Place

Date

(SIGNATURE OF THE APPELLANT)