

GUIDELINES ON RTI:

What is an Information?

Information means any material in any form including Records, Documents, Memos, Emails, Opinions, Press Release, Circular, Orders, Log Books, Contracts, Reports, Papers, Samples, Models, Data material held in any electronic form and information to any private body which can be accessed by a Public Authority under any other law for the time being in force.

Right To Information Under the Act:

A Citizen has a Right to seek such information from a Public Authority which is held by the Public Authority or which is held under its control. This right includes inspection of work, documents & records, taking notes, extracts or certified copies of document or records, taking certified samples of material held by the Public authority or held under the control of the public authority.

The Applicant should make an application to the concerned Public Authority. It is advised that he/she should make all efforts to ascertain as to which is Public Authority concerned with the information and should send application to the Public Information Officer of that Public Authority.

The applicant should see to it that by way of one application, he seeks Information in respect of one subject only.

Fee for Seeking Information:

The applicant along with application should send the application fee to the Public Information Officer. In case of Govt of India the prescribed application fee is Rs.10 (Rupees Ten Only) which can be paid only through demand draft or bankers cheque or Indian postal order payable to the Director, IIFPT, Thanjavur. The payment of fee can also be made by way of cash to the Accounts Officer of the Public Authority against proper receipt. If application is made in the RTI portal, then fee can be made in portal itself.

The Applicant may be required to pay further fee towards the cost of providing the information, details of which shall be intimated to the applicant by the Public Information Officer. The fee so demanded can be paid the same as the application fee.

If the applicant belongs Below Poverty Line (BPL) category, he is not required to pay any fee however, he should submit a proof a support office claim to belong to the BPL. The application not accompanied by the prescribed application fee or proof of the applicant belonging to BPL, as the case may be shall not be a valid application under the Act.

Format of Application:

There is no prescribed format of application 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 even in case where information is sought electronically the application should contain the name & postal address of the applicant.

Filing of Appeal:

An applicant can file an appeal to the appellate authority. If the information sought is not supplied to him within the prescribed period of 30 days or 48 hours as the case may be or is not satisfied with the information furnished to him/her. Such an appeal should have filed within a period of 30 days from the date on which the limit of 30days of supply of information is expired or from the date on which the information or decision of Public Information Officer is received.

If the appellate Authority fails to pass an orders on the appeal within the prescribed period, he/she may prefer a second appeal with the Central Information Commission within 90 days from the date on which the decision should have made by the Appellate Authority or was actually received by the applicant.