

Find out if the Government Department/ Agency has prescribed a format for submission of application under RTI Act. If it is so, then submit the application seeking information in the prescribed format



In case information is denied or there is no response to your application, you may file an appeal with the next higher officer designated as the Appellate Authority after expiry of 30 days from the date of application



If part of the record can be shown and part of the record cannot be shown due to it being personal and private information, then only such information which is permissible under the RTI Act will be shown and the personal and private information that does not have any relationship to public interest and public activity shall not be shown

### The Appeal under RTI Act should state:

- Name of the applicant
- Address of the applicant (with phone no., if any)
- Date of application made to Public Information Officer (PIO)/ Central Public Information Officer (CPIO)
- Particulars of information sought from PIO/CPIO
- Date of refusal of information with particulars
- Grounds of challenge to the order of PIO/CPIO denying information
- Prayer seeking information

### The Appeal under RTI Act shall be disposed of within 30 days from the date of filing of the Appeal

If you are not satisfied with the answer to the first Appeal filed by you before the Appellate Authority or the Appellate Authority rejects your Appeal, you may file the second Appeal with the Central/State Information Commission (depending upon whether the information related to Central Government/State Government). Also give the name, designation and official address of the PIO/CPIO and the Appellate Authority, beside other details of the Application and the Appeal. Serve a copy of the second Appeal on the PIO/CPIO and the Appellate Authority before filing it in the relevant Commission

# Citizen's Right to INFORMATION



National Institute of Public Cooperation and Child Development  
5, Siri Institutional Area, Hauz Khas, New Delhi 110016



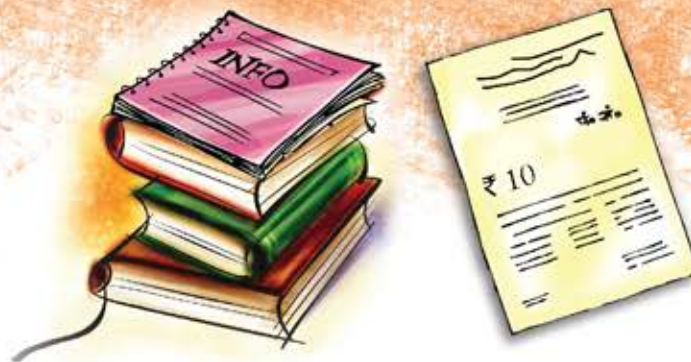
National Institute of Public Cooperation and Child Development



Right to Information (RTI) Act, 2005 is a law in our country which enables any person, who is a citizen of India, to obtain information from Government agencies and departments



The information to be obtained under RTI Act may be in the form of photocopies of documents and reports, as photographs, or in electronic form on Compact Discs (CDs). This information can be obtained by paying a processing fee of Rs 10/- and the charges of information, as per the prescribed rates of payment. No fees will be charged from people living below the poverty line



You can also inspect/ see Government files and records under this law and make your notes from the files and records. The inspection of records does not require any fee to be paid for first one hour of inspection, except the processing charges of Rs 10/- paid along with the application. Thereafter, for every one hour or fraction of an hour of inspection beyond the first hour, a fee of Rs.5/- is payable

### This information may be used by us to:

- Solve our problems
- Gain knowledge about the development work done in our area or reasons for work not being undertaken
- Know about service matters and entitlements
- Know about proper utilization of funds meant for development of our area, etc



Information can be obtained within 30 days of submitting the application for seeking information under RTI Act



- In case the matter is related to information about life or liberty of a person, the information can be obtained within 48 hours



Every application should be addressed to the Public Information Officer (PIO)/ Central Public Information Officer (CPIO) and should state atleast the following:

- Name of the applicant
- Address of the applicant
- Whether applicant is a citizen of India
- Contact no. of the applicant
- Particulars of information required
- Details of fee paid (Cash/IPO/Demand Draft/ Pay order)

