

RTI Application Process

Writing application:

- Application can be submitted on plain paper in English, Hindi or local language addressed to the PIO.
- Make the application more specific, clear and comprehensive about the information you need or the work and records you want to inspect, or the certified samples of materials you want to collect.
- Mention the period of records you want, the form and the mode of communication in which you want the information.
- Mention your **contact details**. PIO need it to intimate the cost and send you the information.
- You are not required to give any **reason** for asking for the information.
- If a request cannot be made in writing, you can seek the assistance of the PIO to reduce oral requests to writing or to assist you in case you are disabled persons.

Fees & Cost:

Application fee= Rs. 10.00

- A4/A3 paper = Rs. 2.00 per page;
- Larger paper = actual cost;
- Printed publications = actual cost;
- photocopies/extracts of printed publications = Rs. 2.00 per page;
- Floppy/diskette = Rs. 50.00 per disk
- Samples/models = actual cost;
- Inspection of records = Free for the 1st hour and Rs. 5.00 for each subsequent hour.
- No fee for BPL applicants.
- Payment by Cash /demand draft/ cheque.
- The information will not be provided to you until you pay the cost.
- Free information if provided after the time limits.

Time limits:

30 days: PIO to provide from the date of receipt of application.
 35 days: If application is received by the APIO.
 48 hours: If the information sought concerns the life or liberty of a person.
 40 days: If third party is involved.
 45 days: Information pertaining to violation of human rights. Approval of Information Commission is required for the release of such information.

The time period between the date of intimation of the cost and the date when you pay is called 'Intervening period', and is excluded from the time limits.

