

RTI Online Frequently Asked Questions:-

1. To which Public Authority can I file a request through this portal?

Ans : An applicant who desires to obtain information under the RTI Act, 2005 can make a request through this RTI Online Portal to the Central Ministries/Departments and other Central Public Authorities mentioned in ONLINE RTI request form.

2. How do I write my application for seeking the information as per RTI Act 2005?

Ans : The text of the application may be written in the prescribed column of the RTI request form. At present, the text of the application is confined up to 3000 characters only. In case, the text of an application contains more than 3000 characters, it can be uploaded as a PDF attachment in the "Supporting Document" column of the form.

3. How do I make the payment for RTI fee?

Ans : After filling the first page of the RTI request form, a non-BPL applicant has to click on "Make Payment" button for payment of the prescribed RTI fee.

The applicant can pay the prescribed RTI fee through the following modes:

- (i) Internet banking through SBI payment gateway and its associated banks.
- (ii) Using ATM-cum-Debit card of State Bank of India.
- (iii) Credit/Debit card of Master/Visa.
- (iv) UPI

It may be noted that no RTI fee is required to be paid by a citizen who is below poverty line, as per RTI Rules, 2012. However, the BPL applicant must attach a copy of the certificate issued by the appropriate government in this regard, along with the application.

4. Do I get any receipt for online filing of RTI application?

Ans : On submission of an application, a unique registration number will be issued, which may be referred by the applicant for any future reference.

It may be noted that the application filed through this RTI Online Portal will reach electronically to the "Nodal Officer" of the said Ministry/Department and "Not" to the CPIO of the concerned Ministry/Department.

The Nodal Officer will transmit the RTI application electronically to the concerned CPIO.

5. What will happen to my application if I select a wrong Public Authority in the RTI request form?

Ans : In case the RTI application is not meant for the Public authority which has been selected by the applicant, the "Nodal Officer" of the said public authority would transfer the application electronically to the "Nodal Officer" of the concerned Central Public authority, if aligned to

this portal and physically to that Central Public authority which is not aligned to this portal, under section 6(3) of the RTI Act.

6. Will I be informed about the additional fee (if any) is required to pay?

Ans : In case additional fee representing the cost is required for providing information, the CPIO will intimate the same, which can be viewed by the applicant through "View Status" option in the RTI Online Portal . For payment of additional fee online, the applicant needs to use the option 'View Status' in the RTI Online Portal and on providing the registration number of the request, option for "Make Payment" will be available.

7. How do I file an appeal with First Appellate Authority?

Ans : For making an appeal to the first Appellate Authority, the applicant has to select the option "Submit First Appeal" in the RTI Online Portal and fill up the form that will appear. The registration number and e-mail ID of the original application is required for filing the first appeal.

8. 8. When can an applicant file an appeal before the First Appellate Authority (FAA)?

Ans : An applicant can file an appeal before the FAA when:

The information seeker does not receive any decision within the time specified in Section 7(1) or

If the information seeker is aggrieved from the quantum of cost demanded for furnishing of information u/s 7(3)(a) of the RTI Act.

9. Can information sought by a citizen through a RTI application be denied?

Ans : As per Section 3 of the Act, citizen's right to access information under the Act is subject only to limitations prescribed under the Act. Therefore, any refusal of information desired by a citizen has to be only on a ground mentioned in section 8(1) or Section 9 if the application, accompanied by the appropriate fee, is filed to a public authority. The Act gives no scope to the public authorities to import new exemptions and deny the information on grounds other than those that have been specifically provided.

10. How should an appellant file the second appeal before the Information Commission?

Ans : In respect of Central Information Commission, the procedure to be adopted has been prescribed under the CIC (Appeal Procedure) Rules, 2005. Similarly, the procedure followed by State Information Commissions is governed by the Rules notified by the respective State Governments in this regard.

An appeal to the CIC should contain the following information:-

- (i) Name and address of the appellant;
- (ii) Name and address of the CPIO against the decision of whom the appeal is preferred;
- (iii) Particulars of the order including number, if any, against which the appeal is preferred;
- (iv) Brief facts leading to the appeal
- (v) If the appeal is preferred against deemed refusal, the particulars of the application, including number and date and name and address of the CPIO to whom the application was made;
- (vi) Prayer or relief sought;
- (vii) Grounds for the prayer or relief;
- (viii) Verification by the appellant; and
- (ix) Any other information which the Commission may deem necessary for deciding the appeal.

An appellant should enclose the following documents with the appeal:-

- (i) self-attested copies of the Orders or documents against which the appeal is being preferred;
- (ii) Copies of documents relied upon by the appellant and referred to in the appeal; and
- (iii) An index of the documents referred to in the appeal.