

**WHAT IS THE RIGHT TO INFORMATION ACT, 2005?**

The RTI Act is an ACT for the setting out of a 'practical regime of right to information for citizens to secure access to information under the control of public authorities'. It mandates timely response to a citizen's request for government information.

**WHAT DOES THE ACT AIM TO DO?**

The Act aims at promoting 'transparency and accountability in the working of every public authority'.

**WHO DOES THE ACT APPLY TO?**

The act extends to the whole of India except the state of Jammu and Kashmir

# HOW TO FILE AN RTI

THE ACT PRESCRIBES A SIMPLE PROCEDURE TO OBTAIN INFORMATION. THOUGH SOME PUBLIC AUTHORITIES HAVE THEIR OWN FORMATS, THERE IS NO COMPULSION TO STICK TO SUCH PRESCRIBED FORMAT.

**Step 1: Identify the department.**

Some subjects fall under the purview of State governments or local authority while others are handled by the Central government



**Step 2:** Write out the application, on white paper, by hand, or type it, in English, Hindi or the official language of the area. **You can also ask the public information officer to put it in writing**



**Step 3:** Address the application to the State/Central Public Information Officer. Write the name of the office from which you seek information, and the complete, correct address. Clearly mention 'Seeking information under the RTI Act, 2005' in your subject line

**Step 6:** Provide your full name and address, contact details, email address and sign the application clearly. Put in the date and the name of your town

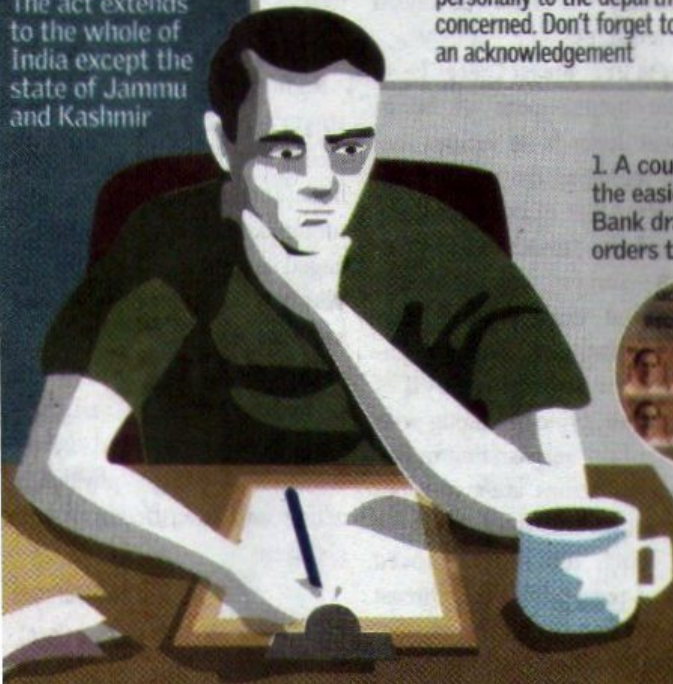
**Step 5:** Pay Rs. 10 to file the plea. This can be done in the form of cash, money order, bank draft or a court fee stamp. The stamp should be affixed to the application. Applicants below the poverty line (BPL) need not make the payment but have to attach a copy of the BPL certificate along with the application

**Step 4:** State your request in the form of specific, detailed questions, and mention the period/year your request falls into. Ask for documents or extracts of documents, if required on a payment of Rs. 2 per page



**Step 7:** Take a photocopy of the application and keep one with you for future reference. Send your application by post or hand it in personally to the department concerned. Don't forget to get an acknowledgement

**Step 8:** The law mandates that information be provided in 30 days. If this does not happen, you can file an appeal. The first appeal should be addressed to 'The Appellate Authority' with the name of the department and the address. The appellate authority is mandated to revert in 30 days from date of receipt. If the Appellate authority fails to reply, further appeals lie with the Information Commission, the Chief Information Commissioner, State/Central Information Commission



**EXPERT SAYS**

1. A court fee stamp is the easiest to acquire. Bank drafts and postal orders take time



3. In your application, state your request that the information be provided to you in written form, and sent by registered post



2. Send in your application by registered post as this will enable you to receive an acknowledgement of receipt. Keep the acknowledgement safely

4. Ensure your questions are all related to the subject at hand and that they are to-the point

5. If the information sought is handled by more than one departments, it is mandatory to forward applications to them all. The recipient of your application should intimate you of the forwarding, and the other departments should provide the information within 30 days of receipt



**K. SANJAYA KUMAR**, CHAPTER COORDINATOR, 5th Pillar, Pallavaram Chapter.

*Has filed around 45 RTI applications over the last four years, many on behalf of others.*

**FOR MORE HELP**, log on to: <http://www.rtifoundationofindia.com/how-file-rti-application-1086> and [http://rti.gov.in/RTICorner/Guide\\_2013-issue.pdf](http://rti.gov.in/RTICorner/Guide_2013-issue.pdf)  
Write to us at [chennai@thehindu.co.in](mailto:chennai@thehindu.co.in) and/or ping us at our Twitter account @ChennaiConnect with your feedback