

GUIDELINES FOR SUBMISSION OF APPLICATION UNDER RTI ACT, 2005

A request for obtaining information under sub-section (1) of Section 6 of the RTI Act, 2005, shall be accompanied by an application fee of Rupees Ten and sent to CPIO / Alternate CPIO or APIOs (as per list whose names and address is given under column 2 of the table given below). There is no prescribed application form for seeking the information; however one can use the sample application format.

Mode of payment of Fee:

An applicant shall make a payment of fee of Rs.10/- by Indian Postal Order (IPO) or Demand Draft (DD) or Bankers Cheque payable to the concerned Senior Accounts Officer / Accounts Officer of the Public Authority as indicated under column 3 of the table below and sent to the concerned CPIO / Alternate CPIO or concerned APIOs to whom the application is addressed to. In case the applicant wishes to remit the application fee by cash, the same has to be remitted at the Office of Accounts Officer (as per the table below) of the concerned CPIO / Alternate CPIO / APIO and obtain a receipt. The original receipt to be attached to the application and submitted to the CPIO / Alternate CPIO / Concerned APIOs.

Note: Applicants belonging to Below Poverty Line (BPL) category shall submit an attested copy of BPL certificate issued by the competent authority for claiming exemption from payment of application fee.