Are You a Citizen of India?

You want Information

Whether Information belongs to Central Public Authority or State Public Authority?

Central Public Authority

State Public Authority

Do you want to file RTI Online or Offline?

Online

Do you want to file RTI yourself?

YES


Follow below steps:
1. Register yourself (Optional)
2. Go to Submit Request Page.
3. Select the Public Authority with which you want to submit request.
   (If you are unable to find the name of Public Authority then select Department/Ministry under which that Public Authority comes.)
4. Write the details of Information required or attach the .pdf version of Request.
5. Pay fees of Rs. 10/- online through Debit Card/Credit Card.

Your Request for Information will be submitted or forwarded to the concerned CPIO within 5 days.

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NO

Offline

Follow any of two options:
1. Replace ACPIO/CPIO with ASPIO/SPIO.
2. Replace CIC with SIC.
3. You can’t file RTI online at www.rtionline.gov.in.

Follow SAME Procedure as We have detailed for Central Public Authority, except:

Now, You have Name and Address of ACPIO/CPIO

Draft RTI Request

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YES

Contact Me @ http://RTIA2005.com/ I Shall Help You
Do You know how to Draft RTI Request?

Is the Office of the ACPIO/CPIO located near your place?

Can you go to the office of ACPIO/CPIO?

Visit http://RTIAct2005.com/ to get Sample RTI Application

Meet the ACPIO/CPIO at her office and narrate information required orally

ACPIO/CPIO shall provide all assistance in reducing the oral information requirement into writing. Section 6(1)(b)

Now you are ready with the RTI Request to submit before ACPIO/CPIO.

In RTI Request you are not required to mention reasons for seeking information. Section 6(2)

Do you belong to Below Poverty Line Family?

You need to pay Fees of Rs. 10/- along with Request.

How to pay Fees:
1. Indian Postal Order
2. Demand Draft/Banker’s Cheque
3. Court Fees Stamp.
4. Cash (if you submit request to ACPIO/CPIO by hand).

Do you know in whose favour you shall make IPO or DD?

Do you know in whose favour you shall make IPO or DD?

Make IPO/DD in favour of concerned Account.

Now, You are ready with the RTI Request along with Fees, if any.

Submit RTI Request along with Fees to the ACPIO/CPIO either by Hand or through Registered Post or Speed Post. Keep the Acknowledgement/Postal Receipt as proof.

You don't need to pay Fees for Information.

You don't need to pay Fees for Information.

Do you know in whose favour you shall make IPO or DD?

Make IPO in favour of "Account Officer"
Who did receive your RTI Request: ACPIO or CPIO?

ACPIO shall forward the Request to CPIO within 5 days of receipt of Request. In this case a period of 5 days shall be added in computing the period for Response of CPIO. Section 5(2)

CPIO received your Request for Information.

CPIO shall check whether Information sought belong to his Public Authority?

CPIO shall forward the Request to CPIO of concerned Public Authority within 5 days. Section 6(3)

CPIO shall check whether Information sought belong to any of Section 8 or 9 or 11 of the Act?

Concerned CPIO has received the Request for Information.

CPIO rejects the Request for Information within 30 days communicating to the Applicant:

(i) the reasons for such rejection;
(ii) the period within which an appeal against such rejection may be preferred; and
(iii) the particulars of the appellate authority. Section 7(8)

(CPIO shall justify in the Reply how a particular sub-section of section 8 or 9 or section 11 is applicable to the request of Applicant. Rejecting request by simply quoting section 8 or 9 or 11 will be invalid).

Whether Information sought belong to Section 8 or 9 or to 11 of the Act?

All

Partly

Whether third party information relate to trade or commercial secrets protected by law?

NO

YES

CPIO may provide access to that part of the record which does not contain any information which is exempt from disclosure under this Act and which can reasonably be severed from any part that contains exempt information. Section 10(1)

CPIO shall give a notice to the applicant, informing—
(a) that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;
(b) the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;
(c) the name and designation of the person giving the decision;
(d) the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and
(e) his or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided, including the particulars of the FAA or the CIC, time limit, process and any other form of access. Section 10(2)

CPIO shall, within 5 days from the receipt of the request, give a written notice to such third party of the request and of the fact that the CPIO intends to disclose the information or record, or part thereof, and invite the third party to make a submission in writing or orally, regarding whether the information should be disclosed, and such submission of the third party shall be kept in view while taking a decision about disclosure of information. Section 11(1)

The third party shall, within 10 days from the date of receipt of such notice, be given the opportunity to make representation against the proposed disclosure. Section 11(2)

CPIO may reject the request for information within 40 days communication to the application: (i) the reasons for such rejection; (ii) the period within which an appeal against such rejection may be preferred; and (iii) the particulars of the appellate authority.

Whether the third party is against disclosure of information?

Whether the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party?

CPIO shall, within 40 days after receipt of the request under section 6, make a decision as to whether or not to disclose the information or record or part thereof and give in writing the notice of his decision to the third party. Section 11(3)

A notice given under 11(3) shall include a statement that the third party to whom the notice is given is entitled to prefer an appeal under section 19 against the decision. Section 11(4)

If the third party is aggrieved at the decision of the CPIO, he/she may prefer an appeal under section 19 against the decision.

Applicant or Third party prefer First Appeal before First Appellate Authority(FAA) in same Public Authority within 30 days from the expiry of 30 days from submission of RTI request or from the receipt of decision of CPIO. No Fees Required . Section 19(1).
CPIO shall provide information to the Applicant within 48 hours of the receipt of Request for Information. Proviso to Section 7(1)

Whether information sought concerns for Life or Liberty of a person?

YES

CPIO shall provide information to the Applicant within 30 days of the receipt of Request for Information. Section 7(1)

NO

CPIO will collect information from concerned officers and then compile those information to provide to the Applicant.

Officers who have been asked by CPIO to provide information under their control will be deemed CPIO.

CPIO check whether Applicant need to pay Additional Fees for Information?

YES

CPIO will calculate total additional fees required and intimate to the Applicant about additional fees along with break up. Section 7(3)

NO

 Applicant shall pay additional fees to the CPIO. Section 7(5)

On receipt of the Additional fees, if any, CPIO shall provide information to the Applicant. CPIO shall provide information within 48 hours/30 days from the date of receipt of Request for Information.

(Time elapsed between the date of intimation of additional fees by CPIO and date of receipt of additional fees by CPIO shall not be counted while calculating 48 hours/30 days.)
CPIO has received Request for Information along with additional fees, if any.

Did CPIO reply or provide information within 30/35 days or 48 hours of receipt of Request for Information?

YES

CPI shall provide Information FREE of charge. Section 7(6).

NO

CPIO shall be deemed to have refused Request for Information. Section 7(2).

Did CPIO provide information after 30/35 days?

YES

FAA shall provide Opportunity of Hearing or send Hearing Notice to the Appellant (You). Without doing so, Decision of FAA shall be INVALID.

NO

Appellant (You) may or may not attend Hearing or may authorize someone else to attend Hearing on your behalf.

FAA shall dispose of First Appeal within 30 days of the receipt of the Appeal or within such extended period not exceeding a total of 45 days from the date of filing thereof, as the case may be, for reasons to be recorded in writing. Section 19(6).

Do you know how to file Complaint before CIC?

YES

File a Complaint before Central Information Commission (CIC). No Fees Required. Section 18(1)(b).

NO

File Complaint before CIC. Under Section 18, CIC can only impose Penalty on CPIO as per Section 20, but can't direct CPIO to furnish information.

Are you satisfied with the information provided by the CPIO?

YES

Write a Letter of Appreciation to CPIO (Optional).

NO

Contratulations You have done now.

Do you know how to Draft/Submit First Appeal?

YES

Draft and submit First Appeal before FAA.

NO
