

## **ABOUT RIGHT TO INFORMATION ACT 2005**

### **WHAT IS RIGHT TO INFORMATION ACT?**

The Government of India has enacted "Right to Information Act 2005" to provide for setting out the practical regime of Right to Information for citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of any public authority.

### **WHAT IS RIGHT TO INFORMATION?**

The right to information includes an access to the information which is held by or under the control of any public authority and includes the right to inspect the work, documents, records, reports and taking notes, extracts or certified copies of documents/records and also includes taking certified samples of the materials and obtaining information which is also stored in electronic form.

### **THE INFORMATION WHICH IS EXEMPT FROM DISCLOSURE.**

The Act provides under sections 8 & 9 certain categories of information that are exempt from disclosure to the citizens. The public may also refer to the relative sections of the Act before submitting a request for information.

### **WHO CAN ASK FOR INFORMATION?**

Any citizen can submit a request for seeking information by making an application in writing or through electronic means in English or Hindi or in any official language of areas in which the application is submitted together with the prescribed fees.

### **WHO WILL PROVIDE INFORMATION?**

Any public authority would designate Central Public Information Officers (CPIOs) (in Head Office and in all its Zonal Offices/Branch and other Offices), who will receive the request and arrange for providing necessary information to the public as permitted under the Law. The public authorities are also required to designate authorities senior in rank to CPIOs as the case may be, as Appellate Authorities, who will entertain and dispose of appeals against the decision of CPIOs as required under the Act. Any person who do not get any decision from CPIOs whether by way of information or rejection within the time frame, may within 30 days from the expiry of period prescribed for furnishing the information or 30 days from the date of receipt of the decision, prefer an appeal to appellate authorities.

### **MAIN STRUCTURE / ROLE OF CENTRAL PUBLIC INFORMATION OFFICERS**

Central Public Information Officers (CPIOs) upon receipt of the request from public are required to process the request for providing the information and dispose of the same either by providing the information or rejecting the request within a prescribed period from the date of receipt of request.

### **Fee, for the Information:-**

A request for obtaining information under subsection (1) of Section 6 shall be accompanied by an application fee of Rs. 10/- by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts officer of the Public authority.

For providing the information under Subsection(1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority at the following rates:-

- (a) Rs. 2/- for each page (in A-4 or A-3 size paper), created or copied;
- (b) actual charge or cost price of a copy in larger size paper;
- (c) actual cost or price for samples or models; and
- (d) for inspection of records, no fee for the first hour; and the fee of Rs. 5/- for each fifteen minutes (or fraction thereof) thereafter.

For providing the information under Sub section (5) of Section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts officer of the public Authority at the following rates:

- a) for information provided in diskette or floppy – Rs. 50/- per diskette or floppy; and
- b) for information provided in printed form at the price fixed for such publication or Rs. two per page of photocopy for extracts from the publication.

### **APPELLATE AUTHORITIES.**

The appellate authorities will entertain and dispose of appeals against the decision of the CPIOs as required under the Act. Constitution of the appellate authorities have been defined.

**Please visit to RTI website for more Information :- [www.rti.gov.in](http://www.rti.gov.in)**