

Complete Guide to RTI Application

Right to Information - Empower Yourself

By NyayaNow - Simple & Trusted Legal Guidance

What is RTI?

RTI (Right to Information) Act, 2005 empowers every Indian citizen to get information from any public authority. It promotes transparency and accountability in government functioning.

What Information Can You Seek?

- Government decisions and policies
- Government files and documents
- Public spending details
- Government contracts and tenders
- Government employee information
- Public works progress and status
- Government scheme beneficiaries
- Any information held by government

Who Can File RTI?

Any Indian Citizen can file RTI. No special qualification needed. You don't need to give reasons for seeking information. It's your right!

How to File RTI Application

Step 1: Identify the Department

Know which government department holds the information

Step 2: Write Application

Simple letter addressing Public Information Officer (PIO)

Step 3: Pay Fee

■10 for Central Government, varies for States (BPL: FREE)

Step 4: Submit

Offline at office or online at rtionline.gov.in

Step 5: Get Acknowledgment

Note your application number

Step 6: Response in 30 Days

PIO must respond within 30 days

Step 7: Appeal if Denied

First Appeal to senior officer, Second Appeal to Information Commission

RTI Application Format

To,

The Public Information Officer

[Department Name]

[Address]

Subject: Application under RTI Act, 2005

Dear Sir/Madam,

I am an Indian citizen seeking information under RTI Act, 2005. Please provide the following information:

1. [Your question 1]
2. [Your question 2]
3. [Your question 3]

I am enclosing ₹10 as application fee via [mode of payment].

Thanking you,

[Your name]

[Your address]

[Phone number]

[Date]

Important Points to Remember

- ✓ Keep questions specific and clear
- ✓ Ask for information, not opinions
- ✓ One RTI per department works best
- ✓ Keep copy of application and receipt
- ✓ Response time: 30 days (48 hours for life/liberty matters)
- ✓ Penalty on PIO for delay: ₹250 per day
- ✓ Information exempted: National security, personal privacy, court matters

Online RTI Filing

Website: rtionline.gov.in

Process: Register → Login → Fill form → Pay online → Submit

Advantage: Faster, no need to visit office, digital record

Status: Track online anytime

Need Help Filing RTI?

Contact NyayaNow for FREE guidance

■ WhatsApp: +91-9632786767

■ Email: info@nyayanow.com

■ Website: nyayanow.com

Available in English & Kannada