

Guidelines for Preparing an RTI Request

To ensure your Right to Information (RTI) request is successful and to avoid rejections, please follow these guidelines:

1. Identify the Correct Public Authority and Information Officer

First, determine which government institution (Public Authority) holds the information you need. Address your application specifically to the "**Information Officer**" of that institution.

2. Be Specific, Clear, and Concise

- State the specific details of the information you require, including the year, location, or project name.
- Request "**copies of documents**", "**reports**", or "**data**" instead of asking open-ended questions or entering into long arguments.
- *Example:* Instead of asking "Why was this road not built?", ask for "The project report and details of funds allocated for the construction of this road."

3. No Reason is Required to Request Information

According to the RTI Act, you are not legally bound to explain to the public authority why you need the information. It is your fundamental right as a citizen.

4. Fees and Mode of Access

- There is no fee for submitting the initial RTI application.
- However, if you require physical photocopies, you will have to pay a nominal fee prescribed by the government. If you prefer a digital copy via email, you can specify that in the form.

5. Submission and Maintaining Records

- Always keep a **photocopy** of the completed application for your records.
- If you hand-deliver the application, ensure you get an "**Acknowledged Stamp**" with **the date** on your copy. If sending by post, use **Registered Post** and keep the receipt safe. This is crucial for tracking deadlines.

6. Pay Attention to Deadlines

- The Information Officer must decide whether to grant the information or not and notify you within **14 days** of receiving your application.
- If they decide to provide the information, it must be given within **14 days** of making the relevant payment.
- If you do not receive a response within 14 days or if your request is rejected, you can file an appeal with the "**Designated Officer**" of the same institution within **30 days**.