

MANUAL 17

Other useful information
Section 4(1)(b)(xvii)

How to apply

Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 may make a request preferably in the application format in writing or through electronic means to the Public Information Officer/Assistant Public Information Officer.

Application fee: in accordance to directives given in the Gazette notification issued by Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pension, Government of India vide No. 34012/8(s)/2005-Estt.(B) dated 16.9.2005, the application for obtaining information under sub-section (1) of section 6 must be accompanied by prescribed applicable fee drawn in favour of ITDC Ltd. payable at the local office where the application has been submitted. At present, the application fee which is subject to change from time to time, is as under:

Application fee	: Rs. 10/- (Rupees ten only)
Mode of payment	: by cash against proper receipt or By demand draft/banker's cheque.

Persons who belong to BPL category are not required to pay any fee provided necessary documents are produced in support of their claim.

Additional fee: In case, it is decided to provide the information, the requestor shall be informed of the additional fees required to be deposited by him/her for the information sought and information shall be furnished after the deposit of the fee by requestor, as per the Act.

In accordance to directives given in the above mentioned Gazette notification dated 16.9.2005 for providing the information under sub-section (1) section 7 of the Act, an additional fee shall be charged. At present, the applicable rates, which are subject to change from time to time, are given as under:

- a. For each page created or copied (In A-4 or A-3 size paper) : Rs.2/-
- b. For a copy in larger size paper : Actual charge or cost price
- c. For samples or models : Actual cost or price
- d. For inspection of records : No fee for the first hour; & a fee of Rs.5/- for each 15 minutes (or fraction thereof) thereafter

Further, for providing the information under sub-section (5) of section 7 of the RTI Act, the fee shall be charged at the following rates:

a. For information provided in Diskette or floppy:	Rs.50/- per diskette or floppy
b. For information provided in printed form:	At the price fixed for such publication or Rs.2/- per page or photocopy for extracts from the publication

The mode of payment of above mentioned additional fees shall be the same as application fee.

Appeal: in case the requester who does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7 of RTI Act or is aggrieved by a decision of the PIO, as the case may be, may write within 30 days from the expiry of such period from the receipt of such a decision prefer an appeal to the Appellate Authority for redressal of the grievance.
