

## (9) Complaint Against Non-compliance

- You can also complain to the IC concerned (Central / State), about failure of a particular public authority regarding compliance with such provisions of the Act such as: disclosure of specific information on its own, appointment of APIO(s) / PIO(s) / AO etc

### Your Right Your Responsibility

- Your role as CITIZENS exercising this right, as and when necessary, assumes importance to meet the objective of the Act of enabling a practical regime of openness and transparency in government
- You must exercise YOUR RIGHT under the RTI Act rightly

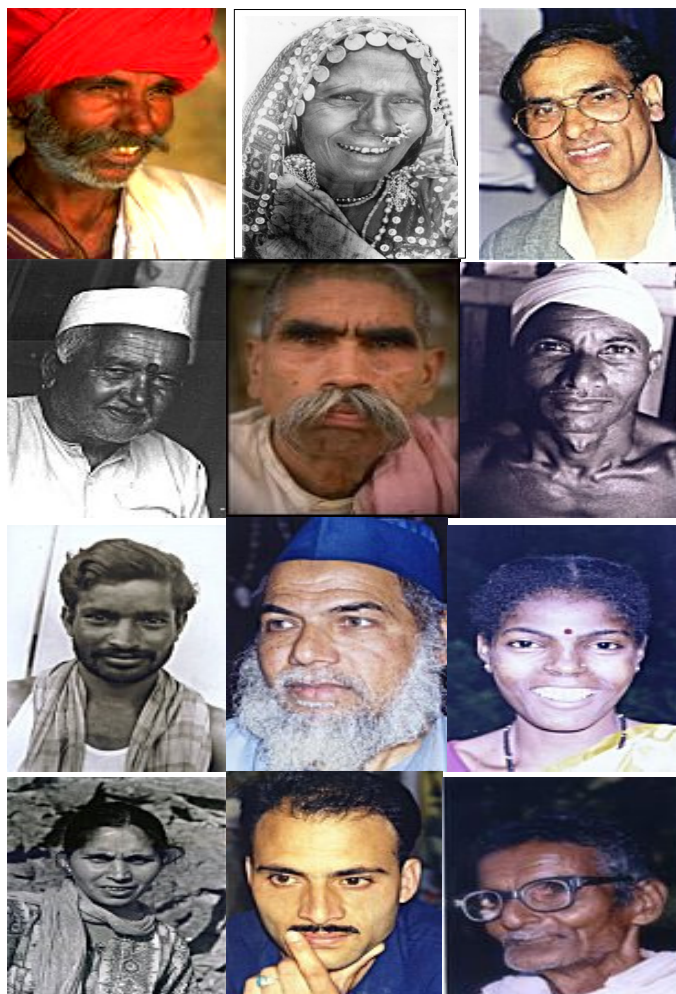
For more information, please visit:  
[www.r2inet.org](http://www.r2inet.org)

### REMEMBER

Openness is now the rule  
&  
Secrecy is an exception

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You have a RIGHT to information

Government is DUTY-BOUND to provide information



## A CITIZEN'S GUIDE "THE RIGHT TO INFORMATION ACT, 2005"

TIPS YOU CAN USE TO ACT  
UNDER  
"THE ACT"



It Is  
POSSIBLE  
NOW

To easily access information about-

- the status of all your applications to public authorities / bodies
- the structure, functioning, income and expenditure of public bodies
- the works contracted out by public bodies
- your entitlement under various government schemes
- implementation of various policies and projects... and so on...

This guide has been brought to you by

Centre for Good Governance [CGG],  
Hyderabad as a National Implementing Agency  
(NIA) partner for the project on:



Capacity Building for  
Access to Information  
NIA | A GoI-UNDP Initiative

### (1) Coverage

- The Act applies to all public bodies / governmental organisations & to Non-Government Organisations funded substantially by government-directly / indirectly, in the entire country, except Jammu & Kashmir
- However, intelligence / security organisations of Central / State Government are outside its purview

### (2) Proactive Disclosure

- Much information about a public authority / body (under 17 different categories) will have to be made available / accessible by each public authority / body - in print and / or online - on its own
- You will also be told about how to access information that the public authority will provide on its own

### (3) How to Apply for What?

- To access any other information, apply in writing (e-Mail accepted) to the designated Public Information Officer [PIO] /Assistant Public Information Officer [APIO]
- Material samples can also be asked for. Documents and material samples can also be taken for inspection

### (4) About the Application

- State your name & contact information in your application. No other personal information or reason needs to be given. Keep your request simple & specific
- You can ask for help from a PIO / APIO for making a request
- A PIO must, ordinarily, provide information in the manner, in which it is sought

### (5) Fees & Costs

- You will have to pay a fee (and other charges, as applicable) for the information asked for or samples taken
- 'Below Poverty Line' persons (who produce proof) are not required to pay any fee at all
- Make sure that you pay fee(s) / charge(s) only as per the rules, (which the public authority must make available to you)

### (6) Timelines

- Normally, you should get the information in 30 days (35 days for application sent through an APIO & 40 days if a concerned 'Third party's' opinion is sought by the PIO (& 45 days if the third party is to make a representation)
- Certain kinds of information, exempted by the Act itself, cannot be obtained

### (7) First Appeal

- You can appeal (against a PIO) first to the 'Appellate Officer' [AO] (designated within the public authority). If you are dissatisfied with the PIO about say, levy / collection of excess fee, rejection of application, undue delay in providing information etc
- AO shall take due action in 15 days

### (8) Second Appeal

- If you are dissatisfied with the action taken by the AO, you can appeal (within 30 days) to the Central / State Information Commission [C/SIC] (as applicable)
- In case of malafide denial of request the IC concerned shall penalise the erring PIO, as per the provisions of the Act

### Note

- It is better to first appeal internally (i.e. to the AO). The IC may direct you to do so anyway
- ICs are not bound by any time limit to decide upon your appeals
- Decisions of ICs are binding