

Frequently Asked Questions (FAQs) on RTI

1. What is Information?

Information refers to any material in any form, including records, documents, memos, emails, opinions, advisories, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, and electronic data. It also includes information related to any private body that can be accessed by a public authority under the law.

2. What is a Public Authority?

A "public authority" is any institution or body:

- Established under the Constitution,
- Created by a law made by Parliament or a State Legislature,
- Constituted by a notification or order issued by the Central or State Government.

Additionally, bodies owned, controlled, or substantially funded (directly or indirectly) by the Central or State Government, including non-government organizations receiving substantial government funding, also fall under this category.

3. What is a Public Information Officer (PIO)?

Public authorities designate certain officers as Public Information Officers (PIOs) responsible for providing information to applicants under the RTI Act.

4. What is the Fee for Seeking Information from Central Government Public Authorities?

An applicant must pay a fee of ₹10 through:

- Demand draft,
- Banker's Cheque,
- Indian Postal Order payable to the Accounts Officer of the public authority.

5. Is There a Fee for Below Poverty Line (BPL) Applicants?

No, BPL applicants are exempted from paying any fee. However, they must provide valid proof of their BPL status.

6. Is There a Specific Format for RTI Applications?

No prescribed format is required. An application can be submitted on plain paper, but it must include the applicant's name and complete postal address. The applicant may download the same from www.msrvvp.ac.in.

7. Is There a Provision for Appeal Under the RTI Act?

Yes. If an applicant is dissatisfied with the response or does not receive information within the stipulated time, they can file a **first appeal** with the **First Appellate Authority** (a senior officer). The appeal must be filed within **30 days** from:

- The expiry of the 30-day response period, or
- The date of receiving the response.

The First Appellate Authority must decide the appeal within **30 days** (or within **45 days in exceptional cases**).

8. Is There a Provision for a Second Appeal?

Yes. If the First Appellate Authority does not respond within the given timeframe or if the applicant is dissatisfied with the decision, they may file a **second appeal** with the **Central Information Commission (CIC)** within **90 days** from:

- The date the First Appellate Authority should have issued a decision, or
- The date the applicant received the decision.

9. Can Complaints Be Filed Under the RTI Act?

Yes. Complaints can be made to the Central Information Commission under the following circumstances:

- No PIO has been appointed in the concerned public authority.
- The PIO/APIO refuses to accept the RTI application or appeal.
- Information is denied.
- The applicant does not receive a response within the specified time limit.
- The fee demanded is unreasonably high.
- The information provided is incomplete, misleading, or false.

10. What is Third-Party Information?

"Third party" refers to any entity other than the applicant, including another public authority. If an RTI request involves third-party information, the concerned authority must seek input from the third party before disclosing it.

11. How Can Information Be Requested?

Citizen seeking information must:

- Submit a written application in English, Hindi, or the official language of the region,
- Address the application to the PIO of the concerned public authority,
- Clearly specify the required information, and
- Pay the prescribed fee as per the applicable rules.