

## R.T.I. – HOW TO APPLY

### 1. Introduction

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

### 2. Application Fee

The application for obtaining information under sub-section (1) of section 6 of RTI Act, 2005, must be accompanied by prescribed application fee 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 : Indian Postal Order

Persons who belong to BPL category are not required to pay the application fee provided necessary documents in support are produced.

### 3. Additional Fee

In case it is decided to provide the information, the applicant 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 the Requester, as per the Act.

In accordance to directives given in the above-mentioned Gazette notification dated 16/09/2005, for providing the information under sub-section (1) of Section 7, 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 (in A-4 or A-3 size paper) created or copied	Rs. 2/- per page
b)	For a copy in larger size paper	Actual charge or cost price

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

### 4. Appeal

In case the applicant does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the PIO, as the case may be, may within thirty days from the expiry of such period from the receipt of such a decision, prefer an appeal to the **First Appellate Authority (RTI) i.e Deputy Director Administration, AIIMS Bathinda.**

**APPLICATION FORMAT  
FOR INFORMATION UNDER RTI ACT 2005**

To  
The Public Information Officer,  
AIIMS Bathinda.

1. Full Name of the Applicant (in capital letters) \_\_\_\_\_

2. Father's/Mother's/Husband's Name (in capital letters) \_\_\_\_\_

3. Correspondence address: \_\_\_\_\_

\_\_\_\_\_ Pin code \_\_\_\_\_

4. Telephone/Mobile No. \_\_\_\_\_ E-mail ID \_\_\_\_\_

5. Whether belong to BPL category (if yes, please attach a copy of the BPL/ ration card, please tick Yes/No to claim waiver of the application fee) Yes \_\_\_\_\_ No \_\_\_\_\_

6. Details of Application Fee/Additional Fee: -  
(Application Fee - Rs.10/- by IPO Additional Fee - @Rs.2/- per page for A-4 size paper created or copied)

IPO No.	Date	Name of the Issuing Authority	Amount (Rs.)

7. Particulars of information required (please enclose separate sheet, if required, indicating specific details of information required and the preferred medium i.e. inspection, photocopy, softcopy, etc.)

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**DECLARATION**

I state that the information sought does not fall within the restriction contained in Section 8 & 9 of the RTI Act and to the best of my knowledge it pertains to your office.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature