Table 1: Fees under the Central Government RTI Rules

<table>
<thead>
<tr>
<th>Govt</th>
<th>Application Fee</th>
<th>Additional Fees</th>
<th>Inspection Fees</th>
<th>Mode of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central</td>
<td>Rs 10/-</td>
<td>Rs 2/- per page for A4/A3 size paper</td>
<td>Rs 50/- for a floppy or CD</td>
<td>First hour free, with Rs 5/- for every subsequent hour</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Actual price for larger size paper</td>
<td>Actual price for sample or model</td>
<td>Cash, demand draft or bankers cheque</td>
</tr>
</tbody>
</table>

In the course of handling a complaint, the concerned Information Commission can call upon the concerned PIO(s) and can issue summons for examining witnesses or documents. You also have a right to be heard by the Information Commission.

The burden of proof to justify denial of release of information lies on the PIO, i.e., the PIO needs to defend their decision to the Information Commission.

Even if an exemption applies the PIO should still disclose the information if there is greater public interest served by giving the information, than by keeping it secret.

What can you do if you don’t get the information you request?
- If the PIO does not accept your application; or
- If you do not get the information within the 30-day time limit specified; or
- If the PIO asks you to pay a additional fee amount which is unauthorised; or
- If you do not get any answer from the PIO within 30 days; or
- If the PIO after receiving your application destroys the records requested by you; or
- If you have any other problem related to accessing information under the Act;

You can file an internal appeal with the concerned department or a complaint with the Information Commission.

Your appeal should:
- state the information requested and from which public authority;
- attach a copy of your request, if possible; and
- attach any written order you may have received;

The Act does not require the payment of any fees to lodge an appeal/complaint.

Internal Appeal
In each Government department, an Appellate Authority has been designated above the rank of the PIO to hear appeals. To find out who these officers are please log on to http://rti.gov.in/ministrynew (Central Government)

The Appellate Authority shall give a written notice of his/her decision within 30 days.

Complaint with the Information Commission
In matters relating to the Central Government offices, you can file a complaint with the Central Information Commission. (for more information, see www.cic.gov.in)

In matters relating to the State or Local Government offices, you can file a complaint with State Information Commissions. (for contact details, see http://rti.nic.in/sic_detail)

Your Right to Information is supported by
Friedrich Naumann Stiftung, New Delhi.
Under section 4 of the Act, the following types of information must be released by Government offices proactively:

- The names, designations, powers, duties and responsibilities of all officers.
- The procedure followed in making a decision, and the norms set for taking action on a decision.
- Details of the rules, regulations, instructions, manuals and records referred to by officers for discharging their functions.
- A list of all the categories of documents available in the office.
- The proposed budget for all schemes and activities and the report prepared on it thereafter.
- The manner of execution of subsidy programmes including funds allocated and the details of beneficiaries of such programmes.
- Particulars of recipients of all concessions, permits or authorisations granted by the office.
- The Act or the Rules framed under it do not require you to file an application or pay an application fee when requesting section 4 proactive disclosure information. If an official asks you to, you should get them to check with the Central or State Information Commissions – or you may wish to file a complaint with the relevant Commission. At the most, you may need to pay the normal fees, which apply to requested information – i.e. maximum of Rs. 2/- per page for photocopies. Each PIO has to have this information available with him/her either in the form of a document or on a computer and will have to provide it to you immediately in the form of a photocopy or printout.

Can you obtain further information upon request?

- Details of the rules, regulations, instructions, manuals and records referred to by officers for discharging their functions.
- A list of all the categories of documents available in the office.
- The proposed budget for all schemes and activities and the report prepared on it thereafter.
- The manner of execution of subsidy programmes including funds allocated and the details of beneficiaries of such programmes.
- Particulars of recipients of all concessions, permits or authorisations granted by the office.

How many times have you tried to get answers to these questions from Government offices only to return empty handed?
You can get replies to your questions now because on 12 October 2005, the Right to Information Act, 2005 (‘Act’) formally came into force across the whole of India, (except Jammu and Kashmir).

Today, the Government cannot refuse to give you information which they give to an MLA or MP.

All citizens have rights under the national Right to Information Act, 2005

- You can get information from every level of Government – whether a Village Panchayat or the Office of the President of India.
- You can demand information from any of the PIOs (PIOs), who have been designated by the Central Government, State Governments and local administration offices to provide information.
- Every PIO has a duty to provide you with the information you request.
- Every Public Authority has a duty to proactively disclose a wide range of information, by publishing it on websites, office notice boards, and the like and by keeping it available for inspection.

India is the largest democracy in the world. Your vote elects the Government to power. The Government is run on monies from the taxes you pay. So, when the Government is elected by you and run by your money, shouldn’t you hold the Government accountable?

What information must be proactively published?

Under section 4 of the Act, the following types of information must be released by Government offices proactively:

- The names, designations, powers, duties and responsibilities of all officers.
- The procedure followed in making a decision, and the norms set for taking action on a decision.

Do you want to know?

- The details of how your MP is spending his/her Local Area Development Fund?
- Why the roads in your neighbourhood are not well constructed? Or how much money was sanctioned to construct the road and how much was actually spent?
- Why you have not received a new water metre connection despite having made an application for the same?
- What is the budget allocated by the Municipal Corporation annually to maintain parks in your neighbourhood? How much was sanctioned and how much was actually spent?
- The names, designations, powers, duties and responsibilities of all officers.

Form of the Application

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