

## **Application Procedures for RTI**

**An Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.**

According to Right to Information Act which has been ordered on 12.10.05 in India (except Jammu & Kashmir), any citizen has right to get information from Public Authority in exchange of fixed amount of money.

### **First step**

1. Fix the information you want to know. "Information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.
2. Type or write precisely on a white paper.
3. Mention in which Government dept that information have.
4. Give application to the Public authority of the concerned Dept as per rule 6(1).
5. Fix Rs 10 Court fee stamp over the application form or Rs 10 Indian postal order, non judicial stamp paper, demand draft/ bankers cheque can be given according to the amended rule.
6. Application fee is not required in case applicant is under BPL list, but copy of BPL certificate need to be attached in that case.

Within 30-35 days of receipt of application, state public information officer will provide the information or necessary steps to be done by the applicant will be informed within that time period.

### **Second step**

If public information officer doesn't give necessary information or gives incomplete or wrong information or refuses to give information according to the application within the time limit:

1. Applicant should first appeal to the Appellate dept of the concerned authority within 30 days of the answer of state public information officer as per rule 19(1). Attach necessary documents with the application.
2. Applicant can directly complain to state information commission against state public information officer as per rule 18. Attach 5 copies of documents with the complain.

If there is no information officer of the dept, then you can give application form for information or complain form or first appeal to information commission.

### **Third step**

In case of no solution from the appellate dept for the first appeal within 30-45 days or no answer from the concerned officer:

1. You can give second appeal to state information commission within 90 days of first appeal or of the decision of appellate dept as per rule 19(3).
2. After mentioning reasonable & proper cause of the second appeal, attach five copies of necessary documents with the appeal.

After the second appeal receive, commission will take necessary steps according to rule. But there is no specific time limit for the same. Decision of the commission is final.

No need to give any fees for complain or appeal as fees are given with the application form.

N.B.- Above application procedure is applicable for West Bengal Government or WB Govt. depts. only.

For details see the various rules of [right to information act, 2005](#).

For the name & designation of information officer of various dept, visit [www.wbic.gov.in](http://www.wbic.gov.in) of state information commission.