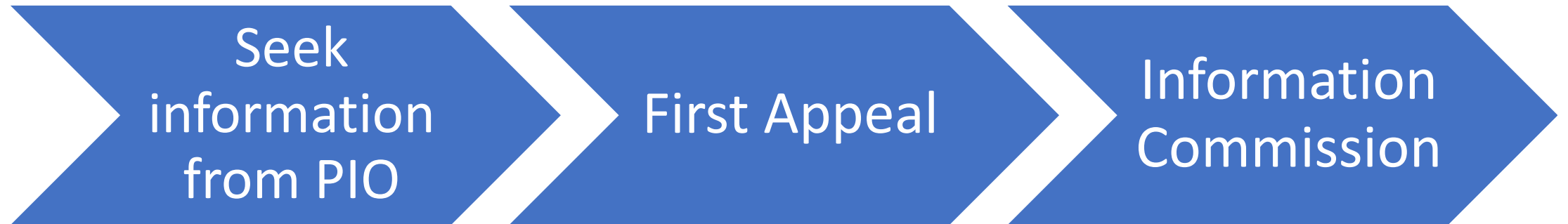


Application of the RTI Act

**DIRECTORATE OF DISTANCE EDUCATION
NALSAR UNIVERSITY OF LAW, HYDERABAD
ADVANCED DIPLOMA IN MEDIA LAWS -2023-2024
PERSONAL CONTACT PROGRAMME- (First Round)**

December 2023

Hierarchy under the RTI Act, 2005



RTI Act, 2005: Applying for information

- Section 6: (1) A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed, to--
- the Central Public Information Officer or State Public Information Officer, as the case may be, of the concerned public authority;
- specifying the particulars of the information sought by him or her
- An applicant making request for information shall not be required to give any reason for requesting the information or any other personal details except those that may be necessary for contacting him.

RTI Online portal

- www.rtionline.gov.in
- Ministries and departments of the Government of India
- Autonomous bodies of the Government of India
- Central Public Sector Undertakings
- 2,751 public authorities covered as on 06.12.2023



The screenshot shows the RTI Online portal homepage. At the top, there is a header with the Government of India emblem and the text "RTI Online Version 2.0 An Initiative of Department of Personnel & Training, Government of India". Below the header is a navigation bar with links: Home, Submit Request, Submit First Appeal, View Status, View History, Login, User Manual, Contact Us, and FAQ. A red banner below the navigation bar states: "scheduled Maintenance activity, SBI Internet Banking services will not be available from 00:40 hrs IST to 01:40 hrs IST on 9th Dec 2023. Serv". Below this, a yellow box contains a warning: "Please do not file RTI applications through this portal for the public authorities under the State Governments, including Government of NCT Delhi. If filed, the application would be returned, without refund of amount." The main content area has two columns. The left column contains text explaining the portal's purpose and a "new" icon. The right column has a "Click here for Submit Request" link and a banner featuring Prime Minister Narendra Modi and the text "सबका साथ सबका विकास सबका विश्वास सबका प्रयास". At the bottom, a blue box provides contact information for the Help Desk.

RTI Online
Version 2.0
An Initiative of Department of Personnel & Training, Government of India

Home Submit Request Submit First Appeal View Status View History **new** Login User Manual Contact Us FAQ

scheduled Maintenance activity, SBI Internet Banking services will not be available from 00:40 hrs IST to 01:40 hrs IST on 9th Dec 2023. Serv

Please do not file RTI applications through this portal for the public authorities under the State Governments, including Government of NCT Delhi. If filed, the application would be returned, without refund of amount.

This is a portal to file RTI applications/first appeals online along with payment gateway. Payment can be made through internet banking, debit/credit cards of Master/Visa, RuPay cards and UPI **new**. Through this portal, RTI applications/first appeals can be filed by Indian Citizens for all Ministries/Departments and other Public Authorities of Central Government. RTI applications/first appeals should not be filed for other Public authorities under State Govt. through this portal.
Please read instructions carefully while submitting request/appeal.

[Click here for Submit Request](#)

सबका साथ
सबका विकास
सबका विश्वास
सबका प्रयास

75
आजादी का
अमृत महोत्सव

Help Desk : For any query or feedback related to this portal, Please contact at 011-24622461, during normal office hours (9:00 AM to 5:30 PM, Monday to Friday except Public Holidays) or send an email to [help@rtionline-dopt\[nic\[dot\]in](mailto:help@rtionline-dopt[nic[dot]in)

Transfer of applications between offices

- RTI Act 2005, Section 6(3): Where an application is made to a public authority requesting for an information,--
- (i) which is held by another public authority; or
- (ii) the subject matter of which is more closely connected with the functions of another public authority,
- the public authority, to which such application is made, shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer:
- Provided that the transfer of an application pursuant to this sub-section shall be made as soon as practicable but in no case later than five days from the date of receipt of the application.

Disposal of request

- RTI Act, 2005, section 7: The [PIO] on receipt of a request under section 6 shall, as expeditiously as possible, and in any case within thirty days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reasons specified in sections 8 and 9:
- Provided that where the information sought for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.
- If the [PIO] fails to give decision on the request for information within the period specified under sub-section (1), the [PIO] shall be deemed to have refused the request.

RTI Act, 2005, section 8(1): Reasons for which information may be refused

- A. information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence;
- B. information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;
- C. information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;

RTI Act, 2005, section 8(1): Reasons for which information may be refused

- D. information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party
- E. information available to a person in his fiduciary relationship
- F. information received in confidence from foreign Government
- G. information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes

RTI Act, 2005, section 8(1): Reasons for which information may be refused

- H. information which would impede the process of investigation or apprehension or prosecution of offenders
- I. cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers (before the decision has been taken, and the matter is complete, or over)
- J. information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual

General exemptions to refusal

- RTI Act, 2005, section 8(1): information which cannot be denied to the Parliament or a State Legislature shall not be denied to any person
- RTI Act, 2005, section 8(3): Subject to the provisions of clauses (a), (c) and (i) of sub-section (1), any information relating to any occurrence, event or matter which has taken place, occurred or happened twenty years before the date on which any request is made under section 6 shall be provided

What about the Official Secrets Act?

- RTI Act, 2005, section 8(2): Notwithstanding anything in the Official Secrets Act, 1923 nor any of the exemptions permissible in accordance with sub-section (1), a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.

First appeal: internal

- RTI Act, 2005, section 19(1) and (6)
- Any person who, does not receive a decision within the time specified ... or is aggrieved by a decision of the [PIO]
- may **within thirty days** from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the [PIO] in each public authority:
- Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.
- An appeal ... shall be disposed of within thirty days of the receipt of the appeal or within such extended period not exceeding a total of forty-five days from the date of filing

Second appeal: external

- RTI Act, 2005, section 19(3)
- A second appeal against the decision under sub-section (1) shall lie **within ninety days** from the date on which the decision should have been made or was actually received, with the Central Information Commission or the State Information Commission:
- Provided that the Central Information Commission or the State Information Commission, as the case may be, may admit the appeal after the expiry of the period of ninety days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

Grievance redressal: the Information Commissions

- RTI Act, 2005, section 18: IC shall receive complaints from anyone:
- (a) who has been unable to submit a request to a PIO
- (b) who has been refused access to any information requested under this Act;
- (c) who has not been given a response to a request for information or access to information within the time limit specified under this Act;
- (d) who has been required to pay an amount of fee which he or she considers unreasonable;
- (e) who believes that he or she has been given incomplete, misleading or false information under this Act; and
- (f) in respect of any other matter relating to requesting or obtaining access to records under this Act.

Central Information Commission

- <https://dsscic.nic.in/online-appeal-application/onlineappealapplication/>

Online Appeal

--Select Language--

Ministry/Department Details

Ministry Name*

--Select--

Department Name*

--Select--

Public Authority*

--Select--

Applicant's Particulars

Name of Applicant*

Enter Text

Gender

Male

Female

Country*

India

Address*

State/UT*

--Select--

District*

--Select--

Name of City Town/Village*

Enter Text

Pin Code*

Mobile No.*

Only 10 digit except starting with 0

Telephone No.

Enter Text

Email ID*

Enter Text

Details of Application

RTI Request Filled on (Date)*

Copy of RTI Application (Only PDF)*

Browse...

No file selected.

Central Information Commission

- <https://dsscic.nic.in/online-appeal-application/onlineappealapplication/>

CPIO Details	
CPIO name*	Enter Text
CPIO Address*	
Response of Central Public Information Officer (CPIO)	
Nature of Response of CPIO*	--Select--
Details of First Appeal	
First Appeal Filed on (Date)*	
Copy of First Appeal (Only PDF)*	Browse... No file selected.
First Appellate Authority Details	
FAA Name*	Enter Text
FAA Address Details*	
Response of First Appellate Authority (FAA)	
Nature of Response of FAA*	--Select--
Second Appeal	
Copy of Second Appeal (Only PDF)*	Browse... No file selected.
Supporting Documents	
Document-1 Details	Enter Text
Upload Document-1 (Only PDF)	Browse... No file selected.
Document-2 Details	Enter Text
Upload Document-2 (Only PDF)	Browse... No file selected.
Applicant's Personal Information	
ID Proof	--Select--
Copy of ID Proof (Only PDF)	Browse... No file selected.
Declaration	

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