

SOP: How to File an RTI Application

1. Purpose

To obtain information from any public authority under the RTI Act, 2005 for transparency and accountability.

2. Scope

Applicable to all Indian citizens seeking information from:

- Government departments
- Public sector undertakings
- Authorities funded by government

3. Prerequisites

- You must be an Indian citizen
- Know **which department holds the information**
- Keep ₹10 application fee ready (BPL applicants exempt)

4. Procedure (Step-by-Step)

Step 1: Identify the Public Authority

- Determine which department/office has the information
- Find the **Public Information Officer (PIO)** of that department

Step 2: Draft the RTI Application

Write a simple application (no strict format required). Include:

- Name & address
- Clear description of information required
- Contact details
- Preferred format (email/post)

👉 Keep questions **specific and point-wise** (avoid vague queries)

Step 3: Pay the Fee

- ₹10 application fee (varies slightly by state)
- Payment modes:
 - Online (UPI/card/net banking)
 - Postal order / Demand draft / Cash

Step 4: Submit the Application

You can file RTI in 3 ways:

(A) Online

- Use the official portal: [Submit RTI Request](#)
- Fill form, pay fee, submit
- Get registration number for tracking

(B) By Post

- Send application to PIO via speed/registered post

(C) In Person

- Submit directly at the office of the concerned department

Step 5: Receive Response

- Reply must be given within **30 days**
- In urgent cases (life & liberty): within 48 hours

Step 6: File First Appeal (if needed)

If:

- No reply within 30 days OR
- Unsatisfactory reply

👉 File appeal to **First Appellate Authority** within 30 days

Step 7: Second Appeal (if still unresolved)

- File with Central/State Information Commission

5. Sample RTI Format (Simple)

To,
The Public Information Officer
[Department Name]

Subject: Application under RTI Act, 2005

Sir/Madam,

Please provide the following information:

1. [Question 1]
2. [Question 2]

I am an Indian citizen. Kindly provide the information via [email/post].

Application fee of Rs. 10 is attached.

Name:

Address:

Contact:

Signature:

6. Key Tips (Best Practices)

- Ask **specific questions**, not opinions
- Keep it short and clear
- Ask for documents/records (not explanations)
- Keep a copy of application & receipt
- Mention time period clearly

7. Timeline Summary

- RTI reply: **30 days**
- First appeal: within 30 days
- Second appeal: within 90 days

8. Notes

- No fixed format is mandatory
- Can be handwritten or typed
- Can be filed in English, Hindi, or local language