

# Table of Contents

<b>Right to Information Guide</b>	1
<b><i>Complete Guide to Right to Information</i></b>	1
<b><i>What is Right to Information Act</i></b>	1
<b><i>Where I cannot get information from</i></b>	1
<b><i>How to locate Public Information Officer</i></b>	2
<b><i>What is the procedure for inspection</i></b>	2
<b><i>How to file 1st Appeal</i></b>	2
<b><i>How to file Second Appeal</i></b>	2
<b><i>Who Can seek information under RTI</i></b>	1
<b><i>How to fill RTI Application form</i></b>	1
<b><i>Sample RTI Application forms</i></b>	1
<b><i>Time Limits prescribed under RTI</i></b>	2
<b><i>What are the Penal provisions</i></b>	2
<b><i>How to file a complaint</i></b>	2
<b><i>Guide for Public Information Officer</i></b>	3
<b><i>Guide for First Appellate Authority</i></b>	3



# Right to Information Guide

## Complete Guide to Right to Information



Welcome to the Guide Segment of RTI INDIA. Here you shall find all what is required to know about Right to Information in India. Contributed by our members and Activists, the Guide segment is an ever evolving place build on the platform of wiki. Below is the various categories of articles available to know about RTI.

This Guide section contains articles on knowing about RTI, filing RTI to filing appeals under RTI. However, it may not be sufficient to just read the various Guide section. It is always a good idea to ask at our [Forums](#) for the help, or make a phone call / write email to our [RTI Activist](#). Hope you find this section helpful.

## What is Right to Information Act Who Can seek information under RTI



Right to Information empowers every citizen to seek any information from the Government, inspect any Government documents and seek certified

photocopies or samples thereof. You must know the basics of the Act before you are able to file an RTI. We have narrated the basic details for you. [Read More..!](#)



Any citizen can ask for information under this law. The Act extends to the whole of India except the State of Jammu and Kashmir. OCI's (Overseas Citizens

of India) and PIO's (Persons of Indian Origin) card holders can also ask for information under the RTI Act. [Read More..!](#)

## Where I cannot get information from



Act shall not apply to intelligence and security organisations specified in Second Schedule, being organisations established by the Central Government, provided

Rules applicable to the concerned public authority. There are simple Guidelines to follow. [Read More..!](#)



Any RTI Application, to start with, requires a subject on which to write an RTI request. The RTI application must be on Application Format prescribed under the RTI

that the information pertaining to the allegations of corruption and human rights violations shall not be excluded. [Read More..!](#)

## Sample RTI Application

## How to locate Public Information Officer



One of the important step in filing an RTI Application is to know exactly where to file and RTI. Even Central Information Commission (CIC) has in catena of decisions pointed out that application must be filed at the correct office. Here are steps to find your Public Information Officer (PIO). [Read More..!](#)

## What is the procedure for inspection



In cases where the information requested by the applicant is voluminous, he may be given a chance to see & inspect the documents and given copies of the requisite records by charging the prescribed fee. Here is the simple guide for the successful inspection of records. [Read More..!](#)

## How to file 1st Appeal



1st Appeal is the statutory remedy available to the RTI Applicant, when there is no response from the PIO within stipulated time limit or the decision of PIO is not satisfactory or the PIO offered / supplied incorrect / misleading information or demanded exorbitant further fee etc. [Read More..!](#)

## forms



This is one of our popular section. These are the sample RTI requests, seeking information. These RTI requests have been attempted by us to form a standard sample RTI application. You must add /delete/ modify questions based upon your needs. [Read here..!](#)

## Time Limits prescribed under RTI



RTI Act prescribed time limits. This include time limit for providing information, time for transfer of application, time for filing RTI appeal, time for deciding first appeal, time for reply when third party is involved etc. Knowing this information will be vital for timely action and successful filing under RTI. [Read here!!](#)

## What are the Penal provisions



The penalty cab be imposed by commission on refusal to receive an application, not furnishing the requested information within 30 days of receiving the application, Malafidely denying the request for information, Knowingly given incorrect, incomplete or misleading information. [Read More..!](#)

## How to file Second Appeal



A second appeal against the decision of first Appellate Authority shall lie within ninety days, with the Central Information Commission or the State Information Commission. You can use our [second appeal generator](#) or proceed to this link to read Do's and Don't for filing second appeal. [Read Here..!](#)

## How to file a complaint



When an applicant do not receive a decision on his RTI Request within 30 days or is aggrieved by the decision, applicant can prefer an Appeal under Section-19(1) and further appeal under section-19(3) before the Information Commission within time limit. [Read More..!](#)

## Guide for Public Information Officer

## Guide for First Appellate Authority



The Central Public Information Officer (CPIO) of a public authority plays a pivotal role in making the right of a citizen to information a reality. The Act casts specific duties on him and makes him liable for penalty in case of default. [Read More..!](#)



Deciding appeals under the RTI Act is a quasi-judicial function. It is, therefore, necessary that the appellate authority should see to it that the justice is not only done but it should also appear to have been done. [Read More..!](#)

- [Twitter](#)
- [Facebook](#)
- [Google+](#)
- [LinkedIn](#)
- [Tumblr](#)
- [Reddit](#)
- [StumbleUpon](#)
- [Telegram](#)
- [Email](#)

From:

<https://righttoinformation.wiki/> - **Right to Information Wiki**

Permanent link:

<https://righttoinformation.wiki/guide>

Last update: **2023/04/15 10:40**

