

Offline RTI Filing Checklist

Use this checklist every time you file an RTI by post or in person. Tick each box before sealing the envelope.

APPLICATION CONTENT

- Your full legal name — *as in your ID proof*
- Complete mailing address — *door no., street, city, PIN code*
- Mobile number / email (optional but speeds replies)
- Indian citizenship declaration — *e.g. 'I am a citizen of India'*
- Name of Public Authority addressed — *e.g. 'The PIO, Dept of Land Records, Govt of ...'*
- Designation: 'Public Information Officer' — *never address to Minister or Secretary directly*
- RTI request clearly worded — *ask for documents/records, not opinions or explanations*
- Time period specified — *e.g. '1 April 2023 to 31 March 2024'*
- No more than one subject per application — *multiple subjects risk rejection under some rules*

FEE PAYMENT

- ☐ 10 fee attached OR BPL certificate attached — *IPO favoured; bank DD or MO also accepted*
- If BPL: attested copy of BPL ration card enclosed
- IPO/DD made out to Accounts Officer of the authority — *not to department name*

BEFORE SEALING THE ENVELOPE

- Two legible copies made — *one for the authority, one for your records*
- Both copies dated with today's date
- Covering letter attached listing enclosures
- Subject line: 'Request under Right to Information Act, 2005'
- All pages numbered and initialled

POSTING

- Sent by Speed Post / Registered Post with AD card — *ordinary post = no proof of delivery*
- Postal receipt kept safely — *date on receipt = official filing date*
- AD (acknowledgement due) card tracked after delivery
- 30-day countdown noted in calendar — *from date PIO receives, not from posting date*

AFTER POSTING

- Copy filed at home with postal receipt stapled
- First Appeal deadline noted: 30 days after reply deadline — *i.e. ~60 days from receipt by PIO*
- Second Appeal deadline noted: 90 days after FAA order

For online filing: rtionline.gov.in (central) · For AI-assisted drafting: righttoinformation.wiki/tools/ai-rti-draft-app.html
 This checklist does not constitute legal advice.