**LEGAL PROCESS TO FILE AN RTI APPLICATION**

**Filing an RTI to a Central Government Department**

1. Central Government Department Identification

The first step to file an RTI with a department of the central government would be to identify from which department the information has to be obtained. For instance, anything related to income tax should go to Income Tax department or defense related query should go to Ministry of Defense.

2. Writing the Application Properly

The next step would be writing your RTI application in the prescribed format. Click here to know the format. Also, this format isn’t mandatory and you can submit your application on a plain paper as well. The language of the application can be Hindi or English. Similarly, the government can also respond in either language.

You can check the Rules for filing an RTI with Central Government Departments here.

3. Make sure that the questions you ask relate to only one subject; the application has a chance of rejection if you ask more than one questions in a single RTI Application. For instance, if you are enquiring about your passports, then ask questions which are only related to the passports.

4. Make Payment of Fees

As you might know, there is some amount charged for each RTI you file. Thus, to file an application to a central government department, attach application fee of Rs. 10/- in the form of Indian Postal Order.

5. Send Application

Once all the above mentioned steps are completed, send your RTI application via speed post/registered post and wait for the government’s response. If you don’t get a reply within 30 days of sending the application, you can approach the central information commission. Here’s a bit more detailed process about the same.

**Approaching the Central Information Commission**

The Central Information Commission is a government body which has been established to address the grievances of the people who have not been able to submit an RTI Application due to the following reasons:

* There is no State Public Information Officer or Central Public Information Officer appointed
* Either of the officers (PIO) have refused to take the RTI Application

You can write to them about your concerns at the below mentioned address:

Central Information Commission

125-126, Africa Ave, Bhikaji Cama Place,

RK Puram, New Delhi,

Delhi 110022

In Adesh Kumar v. Union of India[[1]](#footnote-0) Delhi High Court held that whether the information sought by the petitioner is relevant or necessary, is not relevant or germane in the context of the Act, a citizen has a right to information.

**Exercising your Right to Information Act Online**

Central Government Ministries/Departments and other Central Public Authorities which allow for the online option to file your RTI query, here is the process to follow for that:

1. Signing up:

* Register with the Official RTI Website of the Central Government

There is an official website for the centre where you can submit an RTI request. You will have to simply copy paste this URL in your web browser: https://rtionline.gov.in/

Once you are on this portal, locate the “Sign up Here” option and click on it.

* Fill up the Form

Now you will see a form in front of you. Fill up this form with the correct details. Especially, make sure that the email ID and the mobile number provided by you are valid so that you can receive notifications and SMS alerts after you file your RTI.

Once you have entered all the details and checked for any errors, click on Submit.

* Enter the Activation ID in the Next Form

As soon as you click submit, you will receive a confirmation email on the ID, which you had provided. You will also receive an activation ID on your email. This activation ID must be entered into the next form that will now be in front of you. With this, your account with the official RTI Website for the Central Government will be created and you may now start filing the RTI Application.

2. Filing the request online

* File the Request

Once you login from your RTI Account, you must click on the Submit Request button. Another form will appear; this is your RTI Online application. Fill in this form correctly and click on the Submit option.

* Making Payment

Your RTI online request procedure will not be complete unless you pay the application fees of ₹ 10.

An online payment request form will be in front of you. Choose payment option and the name of your bank. Click on Pay and you will receive an SMS confirming the success of your application.

Once you have made the payment, you will be issued a unique registration number which you can refer to for any future reference. Make sure to keep this receipt number some place safe as you will need it to track the status of your RTI.

The authorities will now be reviewing your application under the Right to Information Act Online and in case additional fee is required, you will be notified by the Central Public Information Officer through the RTI portal.

In Ms. Nargis Sultana Appellant v. Maulana Azad Education Foundation[[2]](#footnote-1), it was stated that the Central Public Information Officer has a duty to address both online and offline applications and such non-response towards online RTI applications on the premise of non-availability of online password and login ID is violation of the statutory duties and responsibilities of a designated CPIO.

1. W.P.(C) 3543/2014, decided on 16.12.2014 [↑](#footnote-ref-0)
2. Appeal No.: CIC/MAZEF/A/2018/614486 [↑](#footnote-ref-1)