1. To which public-authority can I file a request?

An applicant who desires to obtain any information under the RTI Act 2005 can submit an application through this portal but only to government-departments and other public-authorities of Government of NCT Delhi.

2. How do I write my application for seeking the information as per RTI Act 2005?

The text of the application may be written in the prescribed column of the form. At present, the text of the application is confined up to 3000 characters only in the prescribed column of the form. In case, the text of an application contains more than 3000 characters, it can be uploaded as a PDF attachment in the "Supporting Documents" column of the form.

3. How do I pay the prescribed fee under the Right to Information Act?

Applicants below-poverty-line (BPL) are not required to pay any fees as per the RTI Rules. However, the applicant must attach a copy of the BPL-certificate issued by the appropriate government in this regard, along with the application.

In case of non-BPL applicants, after filling the first page, they will be directed to the payment-page on which the applicant has to click on "Make Payment" button for payment of the prescribed RTI-fee. The applicant can pay the prescribed RTI-fee through the following modes:

Net banking

4. Do I get any receipt for online filing of RTI-application?

On submission of a RTI-application, a unique registration-number will be issued which may be referred by the applicant for any future reference. This unique number will be sent by SMS as well through e-mail to the applicant.

It may be noted that the application filed through this RTI-online portal, will reach electronically to the "Nodal Officer" of the said department/public-authority and "Not" to the PIO of the concerned Department/public-authority. The Nodal Officer will transmit the RTI-application, either electronically or physically to the concerned PIO.

5. What will happen to my application if I select a wrong Department and Public Authority in the prescribed form?

In case the RTI application is not meant for the department/public-authority which has been selected by the applicant, the "Nodal Officer" of the said department/public-authority will transfer the application electronically to the "Nodal Officer" of the concerned department/public-authority of Government of NCT Delhi, under section 6(3) of the RTI Act.

6. Will I be informed about the additional fee (if any) is required to pay?

In case additional fee representing the cost (like copying and/or inspection charges) is required for providing information, the Nodal Officer will intimate the same which can be viewed by the applicant through 'View Status' option in the RTI-online portal and an e-mail alert will also be sent to the applicant for the same. For submitting the additional fee online, the applicant needs to use the option 'View Status' in the RTI-online portal. On providing the registration-number of the request, option for 'Make Payment' will be provided.

7. How do I file an appeal with First Appellate Authority?

For making an appeal to the first Appellate Authority, the applicant has to select the option "Submit First Appeal" in the RTI-online portal and fill up the form that will appear. The registration number of original application may be used for the reference.

The appeal so filed through this RTI-online portal will also reach electronically to the Nodal Officer of the concerned department/public-authority, and not to the first Appellate Authority. The Nodal Officer will transmit the first appeal to the concerned First Appellate Authority (FAA), either electronically or physically.

8. Do I need to make any payment for filing an appeal?

NO

9. Do I get any SMS from RTI-online portal?

Though optional, the mobile number can be provided by the applicant/appellant in order to receive SMS alerts.

10. Whom do I contact in case of any query related to the portal or submitting any suggestions?

For any queries related to this portal, please contact 011-23392726, 011-23392421, during the normal office hours *(0930-1800 hrs on all working days)* **or send an email to rtisupport.delhi@nic.in**