

Noteworthy Points for Applicants while during applying under the Right to Information Act 2005

1. Any Indian citizen can request for information under this Act.
2. Under the Act, a request/application for obtaining information, in legible writing or through electronic medium in the Hindi or English language, with prescribed fee, can be dispatched to the -
 - (a) Concerned Central Public Information Officer (CPIO)

Or

 - (b) Central Assistant Public Information Officer
3. The fee of Rs. 10 can be submitted in the name of the authorities given in item no. 2 by any of the following means-
 - (i) Railway Receipt through cash deposit,
 - (ii) Indian Postal Order,
 - (iii) Banker's Cheque, or
 - (iv) Demand Draft.
4. The asked information should be categorical and complete.
5. The no. of items in an application should be minimal and the information sought in them should not be voluminous and untidy.
6. The applicant shall use only civilized and restrained language in the application.
7. The address of dispatcher in the application should be in legible writing and also contain PIN code, email id, phone no. or fax no. etc.
