

Procedure for Requesting Information under RTI in Tamil Nadu

Application:

Apply in plain paper (No form is prescribed) in English or Tamil to the concerned Public Information Officer of the public authority.

No reason for seeking information need be given or should be asked;

There is no specified form;

A. Fee for application:

Fee payable is Rs.10/-

It can be paid by cash or by postal money order or by affixing court fee stamp or by Demand Draft or Bankers' Cheque

It can be paid in SBI / RBI through any Government treasury, sub-Treasury / Pay and Accounts Office under the following head of Account:

0075. Miscellaneous General Services – 800. Other Receipts – BK. Collection of fees under Tamil Nadu Right to Information (Fees Rules) 2005.(DPC: 0075 00 800 BK 0006)

By direct payment in cash in offices with facilities to receive Cash.

B. Fee for Other Charges:

Fee payable is Rs.2/- per page created / copied for A4 / A3 sizes;

Actual charges for larger paper;

Actual cost / price for samples / models;

For inspection of records, no fee for the first hour, and a fee of Rs.5/- for every one hour (or fraction thereof) there after.

For information provided in diskette or floppy Rs.50/- per diskette or floppy and

For information provided in printed form at the price fixed for publications or Rs.2/- per page of photocopy for extracts from the publication.

It can be paid as a Demand Draft or Bankers Cheque or by way of Treasury Challan through SBI / RBI or through any Government treasury, sub-Treasury / Pay and Accounts Office under the following head of Account ;

0075. Miscellaneous General Services – 800. Other Receipts – BK. Collection of fees under Tamil Nadu Right to Information (Fees Rules) 2005.

(DPC: 0075 00 800 BK 0006)

It can also be paid by way of cash against proper receipt.

Some DOs and DON'Ts:

Ask the information specifically listing them (1), (2), (3), etc.

Do not write long history of the case or other extraneous comments that will confuse the issue;

Give your contact address clearly.

Be brief and to the point. For example, merely write, like,

"Under the RTI Act, kindly supply the following information:

1)

2)

3)

..

..

My address for communication is:

.....

,,,,,,,,,,,,,,,,,,,,,

I enclose the requisite payment as

.....

Thanking you,

Yours faithfully,

..... "

There is no need to mark a copy to Information Commission or Appellate Authority at the first stage of application as it will be premature and won't be acted upon.

Nor try to route it through them as it will only delay the papers with no advantage;

Kindly be polite in the correspondence. Rudeness will not get any better results!

There is no need to pay any fees on appeals.