

Application Guidelines :

While filing an RTI application, the framing of the questions is very important. A slight misunderstanding or vague questions gives the PIO a chance to reject your application. Follow these guidelines:

Use a white sheet of paper to write an application. There is no need to using Note-sheet, or the Court stamp paper. You can use your letter pad for asking for information. The matter can be hand written, or typed. There is no compulsion of typing the content.

Make sure the application is legible and easy to read. There is no restriction on number of pages for asking information. There are also no restriction on number of questions that can be asked in one application. However, it is generally advisable to ask restrict one application with limited set of questions and generally related ones.

Be very specific & ask to the point questions. Don't ask vague questions. Ask as many short questions as you like ,but don't ask for voluminous information.

Ask information always by writing your name and signature, and not by your post, as only citizen have the right to information. Do not ask a question containing 'WHY'! For example, questions like why you failed to pass the bill, is liable to be rejected for not covering under RTI Act.

You can ask for reasons behind a "administrative" or a "quasi-judicial" decision under Section 4(1)(d), especially if you are a "affected person" If the information sought is voluminous, it is better to ask it in the form of CD to save on cost.

Remember that, you do not need to write the reason for asking the information. Mention the payment details like BC/DD/IPO number, issuing bank/post office, date, cash receipt details , etc., towards the end of your application

How to submit a RTI Application

You will need a proof, that your RTI application has been received by the PIO. The tested methods to submit a RTI application are:

Personally, by hand: Please ensure that you get your copy of the application and proof of payment duly stamped, signed and dated, either by the PIO or by the inward department

Registered Post AD: The AD card will act as proof of submission, after it is returned to you by the postal department. In case the AD card does not come back with a proper stamp, signature and date of receipt, follow up with the despatching post office to get the AD card completed

Speed Post : Track it on [/www.indiapost.gov.in/Speednew/track.aspx](http://www.indiapost.gov.in/Speednew/track.aspx).