

How to lodge complaint

Complaints relating to information of central government public authorities are to be lodged with Central Information Commission [CIC], August Kranti Bhavan, Bhikaji Kama Place, NEW DELHI 110066. [www.cic.gov.in]

In case of information of public authorities of State Govts, complaints have to be lodged with respective State Information Commissions [SICs]. Details are available on official websites of State Govts. /State Information Commissions. Please visit <http://www.rtiindia.org/guide/> OR www.rti.gov.in for statewise details.

CIC and some of SICs have prescribed minimum information or papers that must be submitted with the complaint. Some SICs have prescribed format for complaint. For CIC and those SICs, which have not prescribed format, complainants can use guidelines and format as available at <http://www.rtiindia.org/guide/how-to...l-under-rti-3/> with minor changes

CIC does not charge any fee for complaints. Some SICs charge fees for this purpose. There is no time limit for lodging complaint, but it is advisable to lodge the same within reasonable time of happening of cause for complaint.

Send copy of complaint to PIO/FAA simultaneous with CIC/SIC. At times PIO/FAA solves your problem before hearing at CIC/SIC. Ask for punishment to PIO/FAA under the act and also claim compensation for not getting the information in time.

Information Commissions are vested with powers of Civil Courts in respect of summoning, enforcing attendance, giving evidence on oath, producing records, etc.

Complaint is in addition to Second/final Appeal available to applicants.

It is advisable to simultaneously approach head of the organization or govt. dept at capital-level [secretary/chief secretary] for his intervention. This may help get information.

After lodging complaint, please check from concerned website if the same is registered and registration number and status.

In case of information pertaining to life and liberty, the complaint should be conspicuously branded as "Life & Liberty-Urgent" so that priority is accorded for its disposal before it is too late. Follow-up through email is recommended if available with SIC.

CIC/SICs are flooded with appeals/complaints and there is huge pendency. Thus it may take 12 to 36 months before complaint is heard. It is advisable to take free help from experienced RTI activists/NGO if locally available so that matter can be effectively and properly represented through complaint.