

## **For Filing an RTI Application/Guidelines**

**Who Can File:** Any citizen of India can file an RTI application to seek information from the Institute.

**What Information Can Be Sought:** Information available in material form under the Institute's control, subject to exemptions under Section 8 and 9 of the RTI Act, 2005 and other exemptions rules/laws framed from time to time.

### **How to File:**

- **Format:** The applicant should submit a written application in English, Hindi, or the official language of the area. No specific form is mandated.
- **Content:** The application should include:
  - The applicant's name and contact details (address, email, or phone etc.).
  - A clear description of the information sought.
  - Mention if the information is required in a specific format (e.g., photocopy, soft copy).
  - Proof of fee payment.
- **Submission:**
  - **In Person:** The applicant can submit at the RTI Cell, Director Administrative Block, Mawdiangdiang, Shillong, during working hours (9:30 AM to 5:30 PM, Monday to Friday).
  - **By Post:** The applicant can send to the Central Public Information Officer (CPIO), NEIGRIHMS, Mawdiangdiang, Shillong, Meghalaya-793018"].
  - **Online:** The applicant's can file RTI application by visiting RTI online portal [www.rtionline.gov.in](http://www.rtionline.gov.in).
- **Fees:**
  - **Application Fee:** ₹ 10 (Rupees Ten) per application.
  - **Payment Mode:** The applicant can pay by cash (in person), Indian Postal Order, or Demand Draft or online payment.
  - **Exemptions:** No fee for applicants below the poverty line (BPL card copy required).
  - **Additional Costs (if information is provided):**
    - ₹ 2 per page (A4/A3 size) for photocopies.
    - Actual cost for larger documents.
    - ₹ 50 per CD/DVD for soft copies.
- **Language:** The application can be in English or Hindi; replies will be in the same language unless otherwise specified.

### **Time Limit for Response:**

The CPIO will respond within 30 days from the receipt of the application. For information concerning life or liberty, the response will be provided within 48 hours.

## **Filing a First Appeal**

### When to Appeal:

- No response from the CPIO within 30 days.
- The applicant is dissatisfied with the CPIO's response (e.g., incomplete information, denial of request).
- Excessive fees charged.

### How to File:

- To Whom: The applicant should address the appeal to the First Appellate Authority (FAA)/Director, NEIGRIHMS, Mawdiangdiang, Shillong, Meghalaya-793018".
- Format: No specific format is required, but the appeal should include:
  - The applicant's name and contact details.
  - Copy of the original RTI application and CPIO's response (if any).
  - Grounds for appeal (e.g., delay, incomplete information).
- Submission:
  - In person at the RTI Cell, Director's administrative Block, Mawdiangdiang, Shillong.
  - By post to the FAA.
  - By online at [www.rtionline.gov.in](http://www.rtionline.gov.in)
- Fees: No fee is required for the applicant to file a first appeal.

### Time Limit:

- The applicant should file the appeal within 30 days from the date of the CPIO's response or from when the response was due (i.e., 30 days after application submission).
  - The FAA will dispose of the appeal within 30 days (extendable to 45 days with reasons recorded).
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## **Filing a Second Appeal or Complaint**

### When to File:

- The applicant is dissatisfied with the FAA's decision.
- No response from the FAA within 30–45 days.
- To report issues like refusal to accept an application or harassment.

To Whom: The applicant should file with the Central Information Commission (CIC).

- Central Information Commission
  - Address: Central Information Commission, CIC Bhawan, Baba Gangnath Marg, Munirka, New Delhi-110067.

- Website: [www.cic.gov.in](http://www.cic.gov.in)