HOW TO FILE A RTI APPLICATION ONLINE

Right to Information Act 2005 mandates timely response to citizen requests for government information. It helps citizens get clarity and transparency on various issues from the government. It is an initiative taken by the Department of Personnel and Training, Ministry of Personnel, Public Grievances, and Pensions to provide an RTI Portal Gateway to the citizens for quick search of information on the details of first Appellate Authorities, PIOs, etc.

Check here the step-by-step guide to file RTI online.

Here is how to file an RTI:

➢ Visit the official RTI portal https://rtionline.gov.in
➢ For submitting an RTI application click on submit request option.
➢ On clicking on submit request option 'Guidelines for use of RTI ONLINE PORTAL' screen will be displayed. This screen contains various guidelines for using RTI online portal. Click on the checkbox and then click on submit button.
➢ Then Online RTI Request Form screen will be displayed. Select Ministry or Department for which the applicant wants to file an RTI from Select Ministry/Department/Apex body dropdown.
➢ The applicant will receive SMS alerts in case he/she provides a mobile number. The fields marked * are mandatory while the others are optional.
➢ If a citizen belongs to BPL category, he has to select the option 'Yes' in the 'Is the applicant below the poverty line?' field and has to upload a BPL card certificate in the supporting document field.

Note: (No RTI fee is required to be paid by any citizen who is below the poverty line as per RTI Rules, 2012)
➢ On submission of the application, a unique registration number would be issued, which may be referred by the applicant for any references in the future.
➢ If a citizen belongs to the Non-BPL category, he has to select the option 'No' in the 'Is the applicant below the poverty line?' field.

Note: Non-BPL category citizen has to make a payment of Rs 10 as prescribed in the RTI Rules, 2012. The application can be uploaded in the supporting document field.
➢ After filling in all the details in the form, click on the 'make payment' option.
➢ Now select the payment mode (internet banking, ATM-cum-debit card, or credit card). Then click on Pay.
➢ Finally, the applicant will get an email and SMS alert on the submission of the application.