



राजीव गाँधी विश्वविद्यालय (केन्द्रीय विश्वविद्यालय)

Rajiv Gandhi University (A Central University)

रोनो हिल्स, दोईमुख - ७९१११२, अरुणाचल प्रदेश, भारत

Rono Hills, Doimukh – 791112, Arunachal Pradesh, INDIA

FREQUENTLY ASKED QUESTIONS on RTI

As per Section 6(1) of the RTI Act “An individual, who wants to obtain any information under this Act, shall submit an RTI Application in writing or through electronic means in English or Hindi, with fees as prescribed by the state or central government”.

Following are important FAQs and their precise response related to filing an application under RTI Act, 2005:

What is Information?

Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, and data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

Who is a Public Authority?

A "public authority" is any authority or body or institution of self government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government organisations substantially financed by the Central Government or a State Government also fall within the definition of public authority. The financing of the body or the NGO by the Government may be direct or indirect.

Who is a Public Information Officer?

Public authorities have designated some of its officers as Public Information Officer. They are responsible to give information to a person who seeks information under the RTI Act.

Is it required to give any reason for seeking information?

The information seeker is not required to give reasons for seeking information.

Is there any provision for exemption from Disclosure of Information?

Sub-section (1) of section 8 and section 9 of the Act enumerate the types of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information exempted under sub-section (1) or exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure overweighs the harm to the protected interest.

Is there any assistance available to the Applicant for filing RTI application?

If a person is unable to make a request in writing, s/he may seek the help of the Public Information Officer to write his application and the Public Information Officer should render



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him/her reasonable assistance. Where a decision is taken to give access to a seniority disabled person to any document, the Public Information Officer shall provide such assistance to the person as may be appropriate for inspection.

What is the Time Period for Supply of Information?

In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

Is there any specific Format of Application?

For RTI filed by a student for disclosure of answer script. There is a prescribed format and it is available in the RTI page of our website (rgu.ac.in). For other kinds of RTI's, no specific format is required. Further, RTI charges are accepted in the form of IPO or Challan.

The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

Step-by-Step guide to write RTI Application?

Here is a step-by-step guide for writing RTI Applications for Rajiv Gandhi University:

Step 1: Write an RTI Application in Hindi, English, or any official language of that particular area. Write a formal application may be typed or neatly hand-written, wherein mention atop " Application under RTI Act 2005"

Step 2: Address the application to PIO/APIO (Public Information Officer/Assistant Public Information Officer).

Step 3: Mention the complete address and name of the concerned authority. For example

To,

**Public Information Officer,
Rajiv Gandhi University, Rono Hills
Doimukh, Arunachal Pradesh- 791 112**

Step 4: Write the type of information you are seeking with all the details like Name, Roll No., Name of Exam, Date of exam, Subject Name, Enrollment no., Subject or Center Code, etc.



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Step 5: Attach the RTI Fees with your RTI Application in favor of PIO/APIO of the university, school, or college in the form of IPO/DD/Banker's cheque/Cash against receipt, MO, etc.

Step 6: Write your name, email, phone no. and address and sign your RTI Application.

Step 7: Make a declaration that you are an Indian citizen at the end of the application.

Step 8: Send your RTI Application through registered post along with all supporting documents.

Step 9: Take out the print of the RTI Application and other documents for future reference.

When To File RTI?

You can file RTI in the following circumstances:

1. When you want to verify your mark sheet, degree, or other certificates.
2. When you want to get your answer copy.
3. When you want to get other information related to university, school, or college.
4. A citizen can ask government officials reasons for delay in government services requested for. Etc.

Important Checklist:

- ✓ State your request in the form of specific, detailed questions. Ask for documents or extracts of documents, if required. To obtain documents, the applicant has to make a payment of Rs. 2 per page.
- ✓ Attach Government RTI Fee in the form of IPO/DD/MO etc as applicable with the RTI Application. Pay fee to " Registrar, Rajiv Gandhi University ".
- ✓ Provide your full name and address, contact details, email address and sign the application clearly. Put in the date and the name of your town.
- ✓ Take a photocopy for your future references. At the end of the application make a declaration that you are an Indian citizen.
- ✓ The law mandates that information be provided within 30 days. If this does not happen, you can file an appeal. The first appeal should be addressed to " The Appellate Authority " with the name of the department and the address. The appellate authority is mandated to revert in 45 days from the date of receipt of the appeal. If the Appellate authority refuses/fails to reply, further appeals lie with the Information Commission, the Chief Information Commissioner, State/Central Information Commission.