

INSTRUCTIONS AND PROCEDURE FOR REQUEST OF INFORMATION UNDER THE RTI ACT.

Application procedure for requesting information.

Application seeking information can be submitted to the Central Public Information Officer , Lok Sabha Secretariat , Parliament House Annexe, New Delhi-110001 along with an application fee of rupees 10/- by way of cash against proper receipt or by money order or demand draft or bankers cheque or postal order payable to the Drawing and Disbursing Officer, Lok Sabha.

For providing information fee shall be charged at the following rates:- (a) rupees two for each page (in A-4 or A-3 size paper) created or copied; (b) actual charge or cost price of a copy in larger size paper; (c) actual cost or price for samples or models; and (d) for inspection of records, no fee for the first hour; and a fee of rupees five for each subsequent hour (or fraction thereof).

Where access to information is to be provided in printed or electronic format, the fee shall be charged at the following rates:- (a) for information provided in diskette or floppy rupees fifty per diskette or floppy; and (b) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

TIME LIMIT TO GET THE INFORMATION

- (a) 30 days from the date of the receipt of application along with the application fee in the Lok Sabha Secretariat.
- (b) 48 hrs for information, in case, it is concerning the life and liberty of a person.
- (c) 5 days shall be added to the above response time, in case the application for information is given to Central Assistant Public Information Officer.
- (d) If the interests of a Third Party are involved then the time limit will be 40 days (maximum period plus time given to the third party to make representation)

GROUND FOR REJECTION OF APPLICATIONS

Request for supply of any information/document falling under the following categories are liable to be rejected:

- (a) Disclosure of information exempted under the provisions of Section 8 of the RTI Act.
- (b) Information infringing upon the copyright of any person other than the State (Section 9 of the RTI Act).