

Frequently Asked Questions under Right To Information Act 2005

1. General Questions related to RTI and RTI Act (Source: https://dopt.gov.in/sites/default/files/FAQ_RTII_2012%20%281%29.pdf)

1.1. 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, 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.

1.2. What 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.

1.3. What 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.

1.4. What is an Assistant Public Information Officer?

These are the officers at sub-divisional level to whom a person can give his RTI application or appeal. These officers send the application or appeal to the Public Information Officer of the public authority or the concerned appellate authority. An Assistant Public Information Officer is not responsible to supply the information.

The Assistant Public Information Officers appointed by the Department of Posts in various post offices are working as Assistant Public Information Officers for all the public authorities under the Government of India.

1.5. What is the Fee for seeking information from Central Government Public Authorities?

A person who desires to seek some information from a Central Government Public Authority is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the Accounts Officer of the public authority or to the Assistant Public Information Officer against proper receipt. However, the RTI Fee and the mode of payment may vary as under Section

27 and Section 28, of the RTI Act, 2005 the appropriate Government and the competent authority, respectively, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

1.6. What is the Fee for the Below Poverty Line (BPL) applicant for seeking information?

If the applicant belongs to below poverty line (BPL) category, he/she is not required to pay any fee. However, he/she should submit a proof in support of his/her claim to belong to the below poverty line.

1.7. Is there any specific Format of Application?

There is no prescribed format of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

1.8. Is it required to give any reason for seeking information?

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

1.9. What is the method of seeking information?

A citizen who desires to obtain any information under the Act, should make an application to the Public Information Officer of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. He should make payment of application fee at the time of submitting the application as prescribed in the Fee Rules.

The information seeker can also submit the application online through the RTI portal at <https://rtionline.gov.in/>. The applicant can use the Submit Request form provided in the RTI portal.

1.10. Is there any provision or 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.

1.11. Is there any assistance available to the applicant for filling RTI application?

If a person is unable to make a request in writing, he may seek the help of the Public Information Officer to write his application and the Public Information Officer should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer, shall provide such assistance to the person as may be appropriate for inspection.

1.12. What is the time period of 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.

1.13. Is there any provision of appeal under the RTI Act?

If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the Public Information Officer. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

1.14. Is there any scope for second appeal under the RTI Act?

If the first appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the Central Information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant.

1.15. Whether complaints can be made under this Act? If yes, under what conditions?

If any person is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Assistant Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the Public Information Officer or the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information, he can make a complaint to the Information Commission.

1.16. What is Third party information?

Third party in relation to the Act means a person other than the citizen who has made request for information. The definition of third party includes a public authority other than the public authority to whom the request has been made.

1.17. Is there any organization(s) exempt from providing Information under RTI Act?

Yes, Certain intelligence and security organisations specified in the Second Schedule, are exempted from providing information excepting the information pertaining of the allegations of corruption and human rights violations.

2. Questions related to RTI Portal (Source: <https://www.rtionline.gov.in/faq.php>)

2.1. To which Public Authority can I file a request through RTI Portal (<https://www.rtionline.gov.in>)?

An applicant who desires to obtain information under the RTI Act, 2005 can make a request through this RTI Online Portal to the Central Ministries/Departments and other Central Public Authorities mentioned in ONLINE RTI request form.

2.2. How do I write my application for seeking the information as per RTI Act 2005?

The text of the application may be written in the prescribed column of the RTI request form. At present, the text of the application is confined up to 3000 characters only.

In case, the text of an application contains more than 3000 characters, it can be uploaded as a PDF attachment in the "Supporting Document" column of the form.

2.3. How do I make the payment for RTI applications?

After filling the first page of the RTI request form, a non-BPL applicant has to click on "Make Payment" button for payment of the prescribed RTI fee.

The applicant can pay the prescribed RTI fee through the following modes:

- (i) Internet banking through SBI payment gateway and its associated banks.
- (ii) Using ATM-cum-Debit card of State Bank of India.
- (iii) Credit/Debit card of Master/Visa.

It may be noted that no RTI fee is required to be paid by a citizen who is below poverty line, as per RTI Rules, 2012. However, the BPL applicant must attach a copy of the certificate issued by the appropriate government in this regard, along with the application.

2.4. Do I get any receipt for online filling of RTI applications?

On submission of an application, a unique registration number will be issued, which may be referred by the applicant for any future reference.

It may be noted that the application filed through this RTI Online Portal will reach electronically to the "Nodal Officer" of the said Ministry/Department and "Not" to the CPIO of the concerned Ministry/Department.

The Nodal Officer will transmit the RTI application electronically to the concerned CPIO.

2.5. What will happen to my application if I select a Wrong Public Authority in the RTI request form?

In case the RTI application is not meant for the public authority which has been selected by the applicant, the "Nodal Officer" of the said public authority would transfer the application electronically to the "Nodal Officer" of the concerned Central Public authority, if aligned to this portal and physically to that Central Public authority which is not aligned to this portal, under section 6(3) of the RTI Act.

It may be noted that RTI applications filed through this portal for the state public authorities, including NCT of Delhi, would be returned, without any refund of fee.

2.6. Will I be informed about the additional fee/s (if any) is required to pay?

In case additional fee representing the cost is required for providing information, the CPIO will intimate the same, which can be viewed by the applicant through "View Status" option in the RTI Online Portal and an e-mail alert or SMS or both will also be sent to the applicant for the same.

For payment of additional fee online, the applicant needs to use the option 'View Status' in the RTI Online Portal and on providing the registration number of the request, option for "Make Payment" will be available.

2.7. How do I file an appeal with First Appellate Authority?

For making an appeal to the first Appellate Authority, the applicant has to select the option "Submit First Appeal" in the RTI Online Portal and fill up the form that will appear.

The registration number and e-mail ID of the original application is required for filing the first appeal.

2.8. Do I need to make any payment for filling an appeal?

As per RTI Act, no fee has to be paid for first appeal.

2.9. Do I get any SMS from RTI Online Portal?

Though optional, the mobile number can be provided by the applicant/ appellant in order to receive SMS alerts.

2.10. What can I do if I forgot my login credentials?

You can go to View History column to see your past RTI requests/appeals.

2.11. Is it mandatory to create user account on RTI online portal?

No. You can directly file your RTI on "Submit Request" tab.

2.12. How much time RTI request / appeal retain at this portal?

In the View History/View Status citizen can see RTI Cases retained for a period of 3 years.

2.13. What should I do if amount is deducted from my account but registration number is not generated?

Please do not attempt to make payment repeatedly or try to submit request once again. Kindly wait for the 24 to 48 working hours as registration number will be generated after reconciliation. If it is not generated within stipulated time frame, then kindly send an e-mail at [help@rtionline-dopt\[at\]nic\[dot\]in](mailto:help@rtionline-dopt.nic.in) with your transaction details.

2.14. What should I do when portal is not allowing me to file the first appeal?

This may happen under following two situations:

1) When your RTI application has been physically transferred to other public authority, which is not aligned to this portal. In such a case, you are required to file your appeal in physical mode to the concerned public authority.

2) Another case can be if your RTI application has not been replied to by CPIO and 30 days period has not lapsed. In such a case, you may file first appeal only after completion of stipulated time period of 30 days.

2.15. Can I file online first appeal for any RTI application filed physically in the first place?

No, online first appeal can only be filed against previously filed online RTI application.

2.16. Why RTI application filed by me is not reflecting in my user account history?

If you have opted to file RTI or First Appeal directly i.e. without logging into your user account, then in such cases you will not be able to see the filed RTI or Appeal in your registered account's history. However, you can always check its status in "View Status" with the provided registration number.

2.17. Why I have received multiple RTI registration numbers, even though I have filed single RTI application?

This is the case wherein your RTI application has been forwarded to multiple CPIOs since the information sought lies with more than one PIO.

2.18. How can I view status/ Reply of my RTI application or First Appeal?

Status/Reply of the RTI application or First appeal filed online can be viewed by the applicant by clicking on "View Status".

2.19. What if the Registration number is not received on my Email or Mobile No. even after 48 working hours?

Registration Number is generated after reconciliation of bank scrolls for cases whose numbers are not generated instantly after the payment. This procedure may take 24 to 48 working hours. If someone till does not receive the Registration Number, they may contact their respective bank for refund of amount.

2.20. How to upload a supporting document if an alert comes as "SUPPORTING DOCUMENTS REQUIRED FROM APPLICANT"?

When a Public Authority requests for supporting document, an alert is sent to the applicant to his/her Mobile or Email Id. In such situation, the applicant is requested to visit the RTI Online Portal and enter the details in “View Status”. Once the details are entered, the current status of the RTI application is shown along with the option for uploading the supporting document.

2.21. What queries can be raised with Helpline Email id helprtionline-dopt@nic.in?
Helpline mail id is exclusively meant for queries or problem being faced while filing the online RTI through this portal. Please do not send mail to this helpfile for any other matter or asking for any other details. The reply is limited to RTI online portal of Central Government only.

2.22. What should I do when my browser show certificate error while opening RTI Online Portal?
You should ignore the certificate error and proceed forward. Kindly Select the following based on the browser you use.
Mozilla Firefox – I understand the risk add exception
Google Chrome – Proceed Anyway.
Internet Explorer – Continue to this website.

2.23. Can I file RTI application for state public authorities through this portal?
No. This Portal is exclusively meant for Public Authorities under Central Government only.

3. FAQs related to Central Information Commission (CIC) (Source: <https://cic.gov.in/faq#n3402>)

3.1. What is the policy of the commission regarding retention of records?
The records relating to the second appeals and complaints are retained for a period of six months from the date of disposal of the case. As regards the administrative/financial records of the Commission, the same is retained as per the policy from time to time.

3.2. To whom the application is to be addressed if information pertaining to the Commission as a public authority is sought?
If the information is sought relating to this Commission, the application may be addressed to the Central Public Information Officer of this Commission in Ground Floor, CIC Bahwan , Baba Gangnath Marg, Munirka, New Delhi-110067.

3.3. Has the CIC power to reconsider or review its order(s) on merit?
No.

3.4. Is the decision of this Commission binding?
Yes, it is binding under section 19 (7) of the Act.

3.5. How information about disposal of a case is conveyed to the parties?

After hearing of the cases by the Chief IC or IC concerned, a formal order is passed, a hard copy of which is provided to the complainant/appellant and the CPIO concerned free of cost. A copy of the order passed is also uploaded on the website of the Commission.

3.6. Has this commission powered to compensate the complainant for any loss or other detriment suffered by him?

Yes, in appropriate cases this Commission may order the public authority to compensate the complainant.

3.7. Is the complainant or the appellant entitled to hearing in the penalty proceedings under section 20 of the RTI Act?

No.

3.8. Has this commission powered to recommend disciplinary action against the CPIO under the applicable service rules?

Yes, this Commission may recommend for disciplinary action against the CPIO under the service rules if the Commission is of the opinion that the CPIO has, without any reasonable cause and persistently failed to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information.

3.9. Is the CPIO entitled to opportunity of hearing before imposition of penalty?

Yes, the CPIO is entitled to a reasonable opportunity of hearing before any penalty is imposed on him.

3.10. Has this commission powered to order for penalty while deciding a complaint or an appeal?

Yes, this Commission may impose penalty on the CPIO if this Commission is of the opinion that the CPIO has, without any reasonable cause, refused to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall impose a penalty of two hundred and fifty rupees each day till application is received or information is furnished, so however, the total amount of such penalty shall not exceed twenty-five thousand rupees.

3.11. Can the information or record relating to a third party or supplied by a third party and treated as confidential by the third party be supplied under the Act?

Such information may be supplied only after giving a written notice to the third party and taking into account the submission of the third party. The information

may be disclosed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party.

- 3.12. On whom does the onus rest to prove that a denial of request is justified?**
In any appeal proceedings, as per section 19 (5) of the Act, the onus to prove that a denial of a request was justified rests on the CPIO who denied the request.
- 3.13. Is facility of hearing through video conferencing available?**
Yes, facility of hearing through video conferencing is available at almost all district headquarters of National Informatics Centre (NIC) in the country.
- 3.14. Is the appellant required to be present in person at the time of hearing of the second appeal by this commission?**
The appellant may be present in person or through his duly authorized representative.
- 3.15. Is a complainant or an appellant entitled to priority in hearing cases?**
The complaints and second appeals filed in this Commission under the RTI Act are taken up for hearing in chronological order. However, the Commission in a particular matter may decide to accord precedence depending on the facts and circumstances of the case.
- 3.16. Is the appellant entitled to a hearing before the second appeal is decided by this commission?**
Yes.
- 3.17. Generally, how much time is taken by the commission in deciding a complaint/appeal?**
Receipt of second appeals/complaints is a continuous process and they are disposed of as expeditiously as possible. The complaint/appeal is taken up as per its turn. A priority hearing is accorded in a particular case or class of cases as per orders of the Chief IC/IC concerned. A complete list of pending cases of Chief IC/ each IC is available on the website of the Commission. Cause List indicating the date of hearing of the cases is also available on the website of the Commission.
- 3.18. What are the activities undertaken after receipt of a complaint or second appeal?**
After the receipt of a complaint or appeal in the Dak Section the following activities are taken on it:
- (a) After the receipt of a complaint or appeal, a dak registration number is given. Those who deliver the dak personally, they are given a receipt immediately. For any inquiry, applicant must quote this number. Once the case is registered, the case no. should be quoted.
 - (b) After classification of the dak in the dak section, if it pertains to a fresh complaint or appeal, it is sent to the CR Section.

(c) The dak is scrutinized in the CR Section as per the provisions in the RTI Act & Rules framed thereunder.

(d) If the appeal is in order as per the RTI Rules, it is registered and given a case number. Similarly, if it is a complaint under section 18 and is accompanied by at least a copy of the RTI request, it is registered and given a case number. After registration it is sent as per allocation of work.

(e) If the appeal is not accompanied by the specified documents, it is returned pointing out the deficiencies with a facilitation memo., for removing the deficiencies and re-filing the same. Similarly, if the complaint is not accompanied by an RTI request, a letter is issued asking for a copy of the same.

(f) If the appeal is premature i.e. filed without first filing a first appeal before the First Appellate Authority in the public authority concerned or filed without waiting for a period of 45 days from the date of filing the first appeal; in such cases it is rejected as premature.

3.19. Is any fee required to be paid in case of second appeal/complaint filed in the commission?

No fee is required to be paid along with the second appeal/complaint.

3.20. Can a second appeal or a complaint be filed in this commission electronically?

Yes, a second appeal or a complaint can be filed electronically on www.cic.gov.in online along with the requisite documents as per RTI Rules, 2012. The documents must be duly signed/ self-attested/ verified before scanning and attaching with the appeal or complaint being filed.

3.21. What is the difference between and Appeal and a Complaint under the RTI Act?

A second appeal under section 19 (3) of the Act is filed against an order of the FAA in a public authority or when the FAA does not make a decision within the specified time. A complaint under section 18 of the Act may be filed directly on the grounds mentioned in sub-section (1) of this section. The main difference between a complaint and a second appeal is that in the case of an appeal, this Commission may pass orders directing the CPIO to provide the requested information to the appellant in appropriate cases whereas such orders cannot be passed while dealing with a complaint.

3.22. Is a formal request for condonation of delay to be made if the second appeal is not filed within the specified period?

Yes. If a formal request for condonation of delay is not made along with the second appeal not filed in the specified time, the same is liable to be rejected.

3.23. Has this commission powered to admit the appeal after the expiry f the period of (90) ninety days?

Yes, if this Commission is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

3.24. Is there any time limit for filing a complaint?

No, however, a complaint should be filed within a reasonable period, as soon as a cause of action in the matter has arisen.

3.25. Can a complaint be filed directly before this commission? If yes, the grounds on which a complaint may be filed?

Yes, a complaint may be filed directly in this Commission under section 18 of the RTI Act, by a person:

(a) who has been unable to submit a request to a Central Public Information Officer either by reason that no such officer has been appointed under the Act, or because the Central Assistant Public Information Officer has refused to accept his or her application for information or appeal under this Act for forwarding the same to the Central Public Information Officer or senior officer specified in subsection (1) of section 19 or this Commission;

(b) who has been refused access to any information requested under this Act;

(c) who has not been given a response to a request for information or access to information within the time limit specified under this Act;

(d) who has been required to pay an amount of fee which he or she considers unreasonable;

(e) who believes that he or she has been given incomplete, misleading or false information under this Act; and

(f) in respect of any other matter relating to requesting or obtaining access to records under this Act.

3.26. How many copies of the second appeal are required to be submitted to this commission?

Only one copy of second appeal along with the proof of service of the appeal on the CPIO and the First Appellate Authority is to be submitted to this Commission.

3.27. Are the documents submitted along with the second appeal required to be signed or self attested by the appellant?

Yes, all the documents submitted along with second appeal are required to be signed/self-attested/verified by the appellant. If the second appeal is filed online, complete copies of all the required documents bearing signatures of the persons concerned are to be uploaded.

3.28. What are the documents required to be submitted along with second appeal?

The following documents are to be submitted along with second appeal:

(i) a copy of the application submitted to the Central Public Information Officer;

(ii) a copy of the reply received, if any, from the Central Public Information Officer;

(iii) a copy of the appeal made to the First Appellate Authority;

(iv) a copy of the Order received, if any, from the First Appellate Authority;

- (v) copies of other documents relied upon by the appellant and referred to in his appeal; and
- (vi) an index of the documents referred to in the appeal.

3.29. Is there any format for filing second appeal before this commission?

Yes, the following format of appeal has been prescribed under the RTI Rules, 2012 framed under the Act:

FORMAT OF APPEAL

(See Rule 8)

- I. Name and address of the appellant
2. Name and address of the Central Public Information Officer to whom the application was addressed
3. Name and address of the Central Public Information Officer who gave reply to the Application
4. Name and address of the First Appellate Authority Who decided the First Appeal
5. Particulars of the application
6. Particulars of the order(s) including number, if any, against which the appeal is preferred
7. Brief facts leading to the appeal
8. Prayer or relief sought
9. Grounds for the prayer or relief
10. Any other information relevant to the appeal
11. Verification/authentication by the appellant

3.30. Is there any time limit for filing second appeal?

Yes, a second appeal against the decision of the First Appellate Authority may be filed before this Commission within 90 (ninety) days from the date on which the decision should have been made by the FAA or was actually received.

3.31. Is it necessary to file a first appeal before the First Appellate Authority, before filing the second appeal before this commission?

Yes, a first appeal before the First Appellate Authority should be filed before moving second appeal before this Commission. If a second appeal is filed without filing a first appeal, the same is liable to be returned.

3.32. At what stage the applicant can approach the commission for second appeal?

An applicant can approach the Commission in second appeal under section 19 (3) of the RTI Act against the decision of the First Appellate Authority or when no decision is passed by the FAA within the specified time (maximum period of 45 days).

3.33. Has this commission had jurisdiction over a State Information Commission or can a complaint or appeal against an order of State Information Commission be filed in this Commission?

No, this Commission does not have jurisdiction over a State Information Commission nor a complaint or appeal can be filed in this Commission against an order of a State Information Commission.

3.34. What is the distribution of work amongst the Chief Information Commissioner and the other Information Commissioners?

The distribution of work amongst the Chief IC and other ICs is available on the website (<https://cic.gov.in/cic-profile>).

3.35. What are the Public Authorities over which this Commission has jurisdiction as Second Appellate Authority?

As Second Appellate Authority, the Commission has jurisdiction over all public authorities under Government of India which are established, constituted, owned, controlled and substantially financed by funds provided directly or indirectly by the Central Government or the Union territory administration including NCT of Delhi. These include all Ministries/Departments, Public Sector Undertakings under the Government of India. A list of public authorities is on the Commission's website (The list of Nodal Officers and Public Authorities is at http://cic.gov.in/sites/default/files/Rtinodalofficer_0.pdf).

3.36. What is the composition of this Commission?

This Commission consists of the Chief Information Commissioner and Information Commissioners not exceeding 10. The present composition is available on the website.

3.37. Is there any Facilitation Desk functioning in the Commission?

Yes, a Facilitation Desk is functioning at Ground Floor, CIC Bhawan, Baba Gangnath Marg, Munirka, New Delhi - 110 067 to provide assistance to those who visit the Commission personally for second appeal and complaints. The working hours are 0930 hrs to 1800 hrs (excluding Saturday, Sunday and Gazetted holidays).

3.38. Is there any helpline numbers?

Yes, the helpline number is 011-26183053.

3.39. Where is the office of this commission located?

The office of this Commission is located at CIC Bhawan, Baba Gangnath Marg, Munirka, New Delhi -110067.

4. Other Questions from different sources

4.1. What is "Right to Information"?

"Right to information" means the right to information accessible under the Act which is held by or under the control of any public authority and includes the right to---

(i) inspection of work, documents, records;

(ii) taking notes, extracts, or certified copies of documents or records;

- (iii) taking certified samples of material;
- (iv) Obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

4.2. What type of information may be obtained under the RTI Act?

The type of information which may be obtained is defined under section 2 (f) of the Act as any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, log books, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.

4.3. Who can seek information under the Right to Information Act, 2005?

As per section 3 of the RTI Act any Indian citizen can seek information under the Act.

4.4. Can questions be asked under RTI Act like What/Why/How/When, etc.?

The applicant can ask questions under RTI if the answer to the question is available in the form of a record of public authority or in other records which is under the control of the public authority. (Ref: Sub-section (f) and (j) of Section (2) of RTI Act, 2005). The applicant can't ask hypothetical questions whose answers are not in record of public authority. The RTI act does not expect the PIO to provide answers which are not on record.

4.5.

5. Specific RTI Questions pertaining to this Public Authority

5.1. Who is the Central Public Information Officer of INCOIS and his/her contact details?

The Central Public Information Officer / Nodal Officer of INCOIS is Shri M. Nagaraja Kumar, Scientist F, INCOIS. The contact details are as follows:

Email: cpio@incois.gov.in

Phone: +91 40 23886031 / 23895013

Postal Address:

The CPIO,

Indian National Centre for Ocean Information Services (INCOIS),

"Ocean Valley",

Pragathi Nagar (BO), Nizampet (SO)

Hyderabad-500090, Telangana State, India

5.2. Who is the First Appellate Authority of INCOIS and his/her contact details?

The First Appellate Authority (FAA) is The Director, INCOIS. The details of the present FAA is as follows:

Dr. T. Srinivasa Kumar,

Director, INCOIS

Email: director@incois.gov.in

Phone: +91 40 23886002

Postal Address:

The Director & First Appellate Authority (FAA)

Indian National Centre for Ocean Information Services (INCOIS),

"Ocean Valley",

Pragathi Nagar (BO), Nizampet (SO)

Hyderabad-500090, Telangana State, India

5.3.

6.