

Leila Seth

JUSTICE LEILA SETH
FELLOWSHIP

iProbono



Right to Information

A USER'S GUIDE TO RULES, FEES
& MODE OF PAYMENT

Disclaimer - This document is intended for general information purposes only. We are not responsible for any errors or inaccuracies in the content. If required, iProbono can connect you with legal experts who can provide pro bono support. The document should not be reproduced for commercial use.

This guide is accurate as of December 2022. The information contained in it is subject to amendment by the relevant authorities.

Authored by Krishna Aruna Sharma, Justice Leila Seth Fellow

Edited by Deeksha Gujral, India Program Director and Saundarya Talwar, Communications Manager

Designed by Richa Oberoi, Senior Advocacy Officer

To find out more about our work, visit [**www.i-probono.in**](http://www.i-probono.in)

To read about the Justice Leila Seth Fellowship, visit

[**www.leilaseth.org/**](http://www.leilaseth.org/)

For any queries, please contact

Deeksha Gujral, India Program Director - iProbono

[**\(deeksha.gujral@i-probono.com\)**](mailto:deeksha.gujral@i-probono.com)

Note - Each competent authority is under obligation to ensure that their RTI rules specify the fee to be paid for each RTI application and appeal, mode of payment, format of application and appeals, and the authority to whom the payment is to be made. However, we found that many RTI rules stipulated by states and high courts are ambiguous about these details.

INTRODUCTION

Since 2005, the Right to Information Act has empowered Indian citizens to demand transparency, accountability, and good governance from those in power. The law, which is hailed as one of the best transparency laws in the world, provides a mechanism to obtain information and imposes an obligation on public authorities to furnish information regarding their functioning.

However, in the last 17 years, RTI activists have faced several challenges such as non-compliance of RTI rules in letter and spirit, misinterpretation of the law's provisions to conceal information, hostile attitude of public information officers (PIOs) towards citizens, and even threats to their lives.

While these challenges still prevail, not enough attention is paid to administrative issues, which often become a barrier in the success of many RTI applications.

By taking a few simple steps, you can ensure that your RTI application isn't rejected on administrative grounds.

Some of the administrative issues that result in the rejection of RTI applications and appeals are inconsistencies in:

- Payment of fees
- Format of the application
- Mode of payment

With this document, iProbono aims to make the RTI filing procedure easy to understand for citizens. We have compiled the RTI rules of all states and high courts to make it convenient for those who plan to seek information from the authorities using the Act.

RTI FEE & RULES GUIDE FOR EACH STATE



HIGH COURT FEES^[2] AND RULES FOR EACH STATE



[2] If the applicant is someone who is someone living below the poverty line can be exempted from paying fees if he/she can furnish proof such as BPL certificate issued by Competent Authority.