

## **MINISTRY OF URBAN DEVELOPMENT**

As on February, 2016

### **GENERAL INSTRUCTIONS FOR FILING APPLICATIONS UNDER THE RTI ACT, 2005**

- Applications/Appeals under The Right to Information Act, 2005 may be filed with any of the concerned Central Public Information Officers/Appellate Authorities in person or by post. Applications may also be filed in the P.I. Cell, Room No. 203, "C" Wing, Nirman Bhavan, Maulana Azad Road, New Delhi - 110108, Telephone No. 23061010.
- All applications must be accompanied by an application fee of Rs. 10/- only which may be paid by way of Demand Draft / Bankers Cheque / Indian Postal Order drawn in favour of "The Pay & Accounts Officer(Secretariat), Ministry of Urban Development, New Delhi" and that should be payable at "New Delhi".
- The application fee may also be paid in cash along with application in person against issue of proper receipt in the 'P.I. Cell' in this Ministry in Room No.203-C, Nirman Bhavan, New Delhi during office hours on all working days.
- Other charges for providing information under Section 7 (1) and 7 (5) of The Right to Information Act, 2005 would be regulated as per the Right to Information (Regulation of Fees and Costs) Rules, 2005, as amended from time to time.
- Cash payment by Post/Money Order as well as personal cheques are not admissible under provisions of the RTI Act, 2005.
- The time period of 30 days for delivering information under the Act would commence w.e.f. the date of receipt of valid application fees.
- First appeal may be preferred to the Appellate Authority in respect of the concerned Central Public Information Officer under Section 19 (1) of The Right to Information Act, 2005.
- Second appeal shall be with the Central Information Commission, Block IV, 5<sup>th</sup> Floor, Old JNU Campus, New Delhi - 110067 under Section 19 (3) of The Right to Information Act, 2005.
- An updated and revised list of CPIOs/AAs in respect of various divisions of this Ministry is enclosed.