

HOW TO SUBMIT APPLICATION FOR INFORMATION UNDER THE RTI ACT 2005

- Application can be submitted online or in person or through Post, with the required fee.
- The application should be addressed to the CPIO, RGCB, Thiruvananthapuram 695014.
- The cost of copies of documents, if any, may be paid after hearing from RGCB only
- The fee can be remitted online, or in cash, Postal Order, Banker's cheque or Demand Draft.
- All information defined in Rule 2 (f) of the RTI Act 2005, as added/amended by subsequent Government notifications/Office Memorandum can be sought.
- The time limit prescribed to provide the information is thirty days of receipt of the request by the CPIO.
- The time limit to prefer an appeal to the First Appellate Authority (FAA) against the decision of the CPIO is thirty days from the receipt of the decision.
- Appeal against non-receipt of the requested information is thirty days from the expiry of the due date of receipt of the information.
- The 2nd appeal lie before the Central Information Commission (CIC), New Delhi