

**केन्द्रीय सूचना आयोग**  
**Central Information Commission**

बाबा गंगनार्थ मार्ग / Baba Gang Nath Marg  
मुनिरका / Munirka  
नई दिल्ली - 110067 / New Delhi - 110067

**No.CICOM/R/2017/01390**

**Dated: 24.11.2017**

To

Shri P Krishna Rao

Sir/Madam,

Please refer to your ~~online~~ RTI application dated 01.11.2017 addressed to Central Information Commission received in the RTI Cell on 20.11.2017.

2. In this regard, I am to explain you the procedure which is to be followed by you before submitting your application or appeal to the Commission.

3. As per Right to Information Act, any person who desires to obtain information from an office, department, organization under the control of the Central Government has to submit a written request along with the prescribed fee to the concerned Central Public Information Officer specifying the particulars of the information sought for. The fee can be paid either by cash against a proper receipt or by demand draft or by bankers cheque or Indian Postal Order payable to the Accounts Officer of the concerned office.

4. If the requisite information is not provided within the specified period under the Act or the request is rejected, you may prefer an appeal to the First Appellate Authority who is an officer senior in rank to the Central Public Information Officer in the same office. If the requisite information is still not provided within the prescribed period under the Act, you may approach this Commission under section 18 or 19 of the RTI Act.

5. Please note that the Commission entertains only those applications or appeals which have been submitted with all the relevant documents as under

1. Copy of the RTI application
2. Proof of fees paid by you for seeking information
3. Copy of the reply of CPIO if any received by you
4. Copy of the first appeal submitted to the First Appellate Authority
5. Reply of the First Appellate Authority if any received by you
6. Grounds for filing appeal or complaint in the Commission.
7. Copy of Identify proof

6. For more details, you may log on to our website [www.cic.gov.in](http://www.cic.gov.in) for further guidance.

7. No fee is required for filing a second appeal or complaint in the Commission. The address for sending 2<sup>nd</sup> appeal or complaint to the Commission is as under:-

Central Information Commission, Room No. 109, First Floor, Baba Gang Nath Marg, Munirka, New Delhi - 110 067.

8. Central Information Commission is the Second appellate authority under the RTI Act, 2005 in respect of RTI matters involving public authorities under the Central Government or UTs.

9. The First Appeal, if any, against the reply of the CPIO may be made to the First Appellate Authority, CIC within 30 days of receipt of reply to:

First Appellate Authority, CIC  
Central Information Commission  
Baba Gang Nath Marg, Munirka  
New Delhi – 110 067  
011-26162290



(Ashok Kumar Sharma)  
CPIO (RTI Cell)