

To apply for a Right to Information (RTI) in India, file a request on the [RTI Online portal](#) or submit a written application to the Central/State Public Information Officer (CPIO/PIO) with a ₹10 fee. You must be an Indian citizen, provide contact details, specify the information required without stating reasons, and expect a response within 30 days.

How to File RTI Online (Central Government)

1. **Visit Portal:** Go to the official RTI Online portal.
2. **Submit Request:** Click on "Submit Request" and read the guidelines.
3. **Fill Details:** Select the concerned Ministry/Department, enter personal details, and write your request in the text box (up to 3,000 characters).
4. **Attach Supporting Documents:** If the query exceeds 3,000 characters, upload a PDF document.
5. **Pay Fee:** Pay the fee of ₹10 using internet banking, credit/debit card, or UPI.
6. **Submit & Track:** Upon submission, a unique registration number will be generated for tracking. BPL (Below Poverty Line) applicants are exempt from the fee but must upload a certificate.

How to File RTI Offline/Written

1. **Draft Application:** Write a plain paper application in English, Hindi, or the local official language.
2. **Address to PIO:** Address it to the "Public Information Officer" (PIO) or "Assistant Public Information Officer" (APIO) of the specific public authority.
3. **Specify Info:** Clearly describe the information needed. You do *not* need to justify why you need it.
4. **Pay Fee:** Attach a fee of ₹10 (by IPO/DD/Cash).
5. **Submit & Receipt:** Submit in person or by post. **Crucially, obtain a receipt** of submission.

Key RTI Information

- **Timeframe:** Information must be provided within 30 days, or 48 hours if it concerns life/liberty.
- **Rejected?** If no response is received, or the reply is unsatisfactory, a first appeal can be filed within 30 days of the deadline.
- **Scope:** The online portal is primarily for Central Govt. ministries/departments