

## Frequently Asked Questions (FAQs)

### RTI-Online

#### 1. To which public-authority I can file a request?

An applicant who desires to seek/obtain any information under the RTI Act 2005 can submit an application through this portal to those governments departments/ public- authorities that are implemented in this RTI-Online portal.

#### 2. How do I write my application for seeking the information as per RTI Act 2005?

The application text can be written in the prescribed text box of the form. The text box of the application is currently limited to 3000 characters and may not exceed 150 words.

#### 3. Is there any charges for submitting the request?

Yes, as per Rule (4)(1) of RTI rules 2005, all the applicants submitting RTI request U/S 6(1) of the RTI act should pay Rs.10.

#### 4. Do I get any receipt for filing of RTI-application through online?

On submission of an RTI-application, a unique registration-number will be generated which may be used by the applicant for future references. This registration number will be sent through an SMS as well as an E-mail to the

applicant.

5. What will happen to my application if I select a wrong Department / Public Authority in the prescribed form?

If the RTI application is not related to the department/public-authority which has been selected by the applicant, then the “Nodal Officer/PIO” of the said department/public-authority will transfer the application to the concerned department/public-authority, under section 6(3) of the RTI Act.

6. Should I pay any extra fee to get information?

The applicant need to pay Rs. 2 per A4 size page to get the information. If the applicant belongs to Below Poverty Line, the information will be provided for free till 100 pages. But the applicant need to provide the Income Certificate that has been issued by the concerned Department.

7. Will I be informed about the additional fee (if any) is required to pay?

The applicant will be notified through an SMS and email.

8. In how many days I can receive the information?

An applicant can receive the information in 30 days from the date of filing the request.

9. How do I file an appeal with First Appellate Authority?

For filing an appeal to the first Appellate Authority, the applicant has to

select the option "Submit First Appeal" and fill the relevant fields in the RTI-Online portal.

**10. Do I need to make any payment for filing an appeal?**

No, the applicant need not pay for filing an appeal.

**11. Do I get any SMS alerts from RTI-Online portal?**

Yes, the applicant will receive SMS alerts to the mobile number that has been provided by the applicant while filing the request.

**12. Whom do I contact in case of any query related to RTI-Online portal or submitting any suggestions?**

For any technical queries related to RTI-Online portal, please contact 01982-259220, during the office hours (10:00 A.M-6:00 P.M) on all working days or send an email to [rtionline@ladakh.gov.in](mailto:rtionline@ladakh.gov.in)