

Frequently Asked Questions

RTI Online

Government of Meghalaya

1. **To which Public Authority can I file RTI request?**

An applicant who desires to obtain any information under the RTI Act 2005 can submit an application through this portal to the Departments, Directorates, Commissionerates, Deputy Commissioner Offices of the State of Meghalaya.

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

The text of the RTI application can be written in the prescribed column of the form. At present, the text of the application is confined up to 150 characters only.

3. **How do I pay the prescribed fee under the RTI Act?**

The BPL applicants are not required to pay any fee as per the RTI Rules, 2012. However, the applicant must attach a copy of the BPL Certificate issued by the Government along with the application.

In case of the Non-BPL applicants, after filling the first page they will be directed to the Payment page on which the applicant has to select RTI online Payment as Payment mode and click on Pay Button and then confirm payment Button for Payment of the prescribed RTI fee.

The applicant can pay the prescribed RTI fee through the following modes:

- I) Internet Banking
- II) SBI Debit Card

4. **Do I get any receipt for online filing of RTI application?**

On Submission of the Application, a unique Registration Number will be issued, which may be referred by the applicant for any future reference.

It may be noted that the application filed through this RTI Online Portal will reach electronically to the "Nodal officers" of the concerned public authority and "not" to the PIO of the concerned Public authority. The Nodal officer will forward the RTI Application, either electronically or physically to the concerned PIO

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

In case additional fee representing the cost is required for providing information, the nodal officer will intimate the same, which can be viewed by the applicant through 'View Status' option in the RTI Online portal. For submitting the additional fee online, the applicant needs to use the option 'View Status' in the RTI online portal and on providing the Registration number of the request, option for 'Make Payment' will be provided.

6. **How do I file an Appeal with Appellate authority?**

For making an appeal to the Appellate authority, the applicant has to select the option "Submit First Appeal" in the RTI online Portal and fill up the form that will appear.

The registration number and email id of original application has to be used for reference.