

Frequently asked Questions

S.No.	Question	Answer
1.	What is Information?	Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.
2	What is a Public Information Officer?	Public authorities have designated some of its officers as Public Information Officer. They are responsible to give information to a person who seeks information under the RTI Act.
3	What is an Assistant Public Information Officer?	These are the officers at sub-divisional level to whom a person can give his RTI application or Appeal. These officers send the application or Appeal to the Public Information Officer of the public authority or the concerned Appellate authority. An Assistant Public Information Officer is not responsible to supply the information
4	What is the Fee for Seeking Information from Central Government Public Authorities?	A person who desires to seek some information from a Central Government Public Authority is required to send, along with the application, a <u>demand draft or a banker's cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to the Accounts Officer of the Public Authority</u> as fee prescribed for seeking information. The payment of fee can also be made <u>by way of cash</u> to the Accounts Officer of the public authority or to the Assistant Public Information Officer against proper receipt. <u>Non Judicial Stamp Paper and Court Fee Stamp are not the proper forms of submitting the application fee.</u>
5	What is the Fee for the BPL applicant for Seeking Information?	If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim for belonging <u>to belong to the below poverty line.</u>
6	Is there any specific Format of Application?	There is no prescribed format of application for seeking Information. The application can be made on plain paper. The application should, however,

		have the name and complete postal address of the applicant, with contact no, email etc. The RTI Act is applicable only to Citizens of India.
7	Is there any provision for exemption from Disclosure of Information?	Sub-section (1) of section 8 and section 9 of the Act enumerate the types of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information exempted under sub-section 3 (1) are exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure overweighs the harm to the protected interest
8	What is Third Party Information?	Third party in relation to the Act means a person other than the citizen who has made a request for information. The definition of third party includes a public authority other than the public authority to whom the request has been made.
9	What is the Method of Seeking Information?	A citizen, who desires to obtain any information under the Act, should make an application to the Public Information Officer of the concerned Public Authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. He should make payment of application fee at the time of submitting the application as prescribed in the Fee Rules, as indicated in S.No. 4 above.
10	Does this Department give advice to private Individuals?	This Department does not give advice to private individuals. As per the Government of India (Allocation of Business) Rules, 1961, <u>the basic functions of this Department is to, inter-allia, tender advice to Ministries/Departments of Government of India on legal matters only.</u>
11	Which Department does this Department give grant in-aid?	This Department gives Grant-in-aid to :- (i) National Legal Services Authority (NALSA) (ii) Bar Council of India (BCI) (iii) International Centre for Alternative Dispute Resolution (ICADR) (iv) Institute of Constitutional and Parliamentary Studies (ICPS) (v) Indian Law Institute.
12	Is the Office of the Ld. Attorney General Public Authority	The Hon'ble CIC vide its Full Bench Order no. CIC/SM/C/2011/001542 dated 10.12.2012 in the case title Subhash Chandra Agrawal Vs Attorney General for India, held that the <u>Office of AG for India is not a Public Authority u/s 2 (h) of the RTI Act. The matter is still pending before the</u>

		<u>Delhi High Court.</u>																								
13	Does this Department deal with the Implementation of the recommendations of the Law Commissions.	Reports of the Law Commission of India are forwarded to the Ministries/Departments concerned as per Government of India (Allocation of Business Rules), 1961 for examination/implementation of the recommendations made therein. The final action/decision on the reports is to be taken by the concerned Ministries /Departments.																								
14	Does this Department maintain the records of the registers maintained by Notary?	Notary Register is kept and maintained by the Notary himself. <u>This Department is not the custodian of Notary Register.</u>																								
15	Regarding Fee paid to various panel counsels.	Terms and conditions including schedule of fee payable to various panel counsel are available in the website of this Department- www.lawmin.nic.in/legal.htm . under head – ‘Circulars pertaining to litigation’.																								
16	With which countries does this Deptt. has Reciprocal Arrangement.	This Department has informed that India has reciprocal arrangement with the following foreign countries under Section 44 (b) of the Arbitration and Conciliation Act, 1996:- <table border="1" data-bbox="715 1003 1385 1234"> <thead> <tr> <th>S.No.</th> <th>Country</th> <th>Notification</th> <th>Dated</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Singapore</td> <td>SO542 (E)</td> <td>06.07.1999</td> </tr> <tr> <td>2.</td> <td>Malaysia</td> <td>SO 754 (E)</td> <td>11.8.2000</td> </tr> <tr> <td>3.</td> <td>Canada</td> <td>SO 327 (E)</td> <td>26.3.2003</td> </tr> <tr> <td>4.</td> <td>Australia</td> <td>SO (E)</td> <td>12.09.2008</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S.No.	Country	Notification	Dated	1.	Singapore	SO542 (E)	06.07.1999	2.	Malaysia	SO 754 (E)	11.8.2000	3.	Canada	SO 327 (E)	26.3.2003	4.	Australia	SO (E)	12.09.2008				
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17	Whom to contact for Free Legal Aid	The subject “Legal Aid to the Poor”, which was earlier being handled by the Department of Legal Affairs, has been transferred to the Department of Justice. <u>All concerned are advised that future correspondence on this subject may be addressed to the Ministry of Law & Justice, Department of Justice, Jaisalmer House, Man Singh Road, New Delhi. -</u>																								