

Procedure for Obtaining Information under Right to Information Act, 2005

Applications seeking information under RTI Act 2005 can be submitted in A4 size paper to the Central Public Information Officer, School of Planning and Architecture, 4, Block-B, Indraprastha Estate, New Delhi-110002.

A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of rupees ten by way of Demand Draft/Indian Postal Order or Cheque (at par) payable to the "SPA Delhi".

For providing the information under sub-section(1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the SPA Delhi at the following rates:

- (a) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
- (b) Actual charge or cost price of a copy in larger size paper;
- (c) Actual cost or price for samples or models; and
- (d) For inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

For providing the information under sub-section (5) of section 7, the fee shall be charged by way of by Demand Draft/ Indian Postal Order or Cheque (at par) payable to the "SPA Delhi" at the following rates:

- (a) For information provided in diskette or floppy rupees fifty per diskette or floppy; and
- (b) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.