

GUIDELINES FOR OBTAINING INFORMATION UNDER RTI ACT, 2005

Department of Space/ISRO has 18 Centres/Units/AB's/CPSE's. Each Centre/Unit/AB/CPSE is designated as separate public authority under RTI Act. Details of the Public Authorities of IPRC is available in our website under heading Right to Information. A request for obtaining information from the Public Authorities of Department of Space/ISRO under sub-section (1) of Section 6 of the RTI Act, 2005, shall be made

- (a) Online mode
- (b) Offline mode

Online Mode

It is requested to visit RTI Online portal(<https://rtionline.gov.in>) to file RTI applications through online mode with the public authorities under the Department of Space/ISRO. Through this portal, RTI applications/first appeals can be filed by Indian Citizens for all the public authorities under the Department of Space/ISRO and other Public Authorities of Central Government. Payment can be made through internet banking of SBI, debit/credit cards of Master/Visa and Rupay cards.

Offline Mode

There is no prescribed application form for seeking the information. A citizen who desires to obtain any information under the Act, should make an application to the Central Public Information Officer (CPIO) 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 applicant can send the application by post or can deliver it personally in the office of the public authority. (Details of the Public Authorities of IPRC is available in our website under the heading Right to Information) An applicant shall make payment of application fee of Rs.10/- by Indian Postal Order (IPO) or Demand Draft (DD) or Bankers Cheque payable to Senior Accounts Officer / Accounts Officer of the Public Authority and sent to the concerned CPIO / Alternate CPIO or concerned APIO to whom the application is addressed to. In case the applicant wishes to remit the application fee by cash, the same has to be remitted at the Office of Accounts Officer of the concerned CPIO/ Alternate CPIO/APIO and obtain a receipt. The original receipt to be attached to the application and submitted to the CPIO/Alternate CPIO/Concerned APIO.

Note: RTI Applicants belonging to Below Poverty Line (BPL) category shall submit a copy of BPL certificate issued by the competent authority for claiming exemption from payment of application fee.