

CHECK LIST FOR RTI APPLICANTS

The following points to be noted by RTI Applicants while submitting RTI Applications

1. For applications submitted manually, the complete contact details of the applicant is to be mentioned on the application. Supplying of pin code will facilitate quicker transmission.
2. The information sought is to be specific, as per Section 6(1) of the RTI Act, 2005. Seeking opinions, views, clarifications and interrogatories do not qualify as information as per the definition of information laid down under the RTI Act, (Refer CIC decisions CIC/SS/A/2012/002170, CIC/SM/A/2013/000383 and File No.CIC/SM/A/2013/000388)
3. The RTI applications to be submitted in English, Hindi or the official language of the area in which the application is being made{Section 6(1) of the RTI Act, 2005}
4. Application fees of Rs.10/- to be tendered in any of the following manner as per Rule 6 of the RTI Rules, 2012:-
 - i) In cash against proper receipt payable in any of the nearest office of LIC of India or
 - ii) By demand draft
 - iii) Bankers cheque
 - iv) Indian Postal Order
 - v) By electronic means (RTI Online module)For this Public Authority, application fees paid through any other mode is not acceptable.
5. The applications to be as far as possible addressed to the CPIOs of the offices, to which the subject matter of the information pertains to.
6. Additional fees, wherever called for may be paid as fast as possible and details of such fees to be intimated to the concerned CPIO.
7. In case of RTI Applications submitted to Branch/Satellite Offices, the same should be addressed to the Chief Manager/Sr Branch Manager/Branch Manager, as the case may be.