



Right **T**o **I**nformation Act 2005 mandates timely response to citizen requests for government information. It is an initiative taken by Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions to provide a- RTI Portal Gateway to the citizens for quick search of information on the details of first Appellate Authorities, PIOs etc. amongst others. Besides access to RTI related information / disclosures published on the web by various Public Authorities under the government of India as well as the State Governments.

Objectives

- To ensure greater and more effective access to information under the control of public authorities.
- To promote transparency and accountability in working of public institutions/organizations.

Statutory provisions made for right to information

Public Authority is under the obligation to provide information within 30 days from the date of request in normal cases or within 48 hours if information is a matter of life or liberty of a person.

What does RIGHT TO INFORMATION mean?

The right to Inspection of work, document records, Taking notes, extracts, or certified copies of documents or records, Taking certified samples of material.

What does INFORMATION mean?

It means any material in any form including:

- *Records* (**RECORD means:** Any document, manuscript and file, Any microfilm, microfiche and facsimile copy of a document, Any reproduction of image embodied in such microfilm, Any other material produced by a computer or any other device)
- *Documents*
- *Memos*
- *E-mails*
- *Opinions*
- *Advices*
- *Press releases*

How to Make Request to PIO / APIO?

- In writing or through electronic means
- In English or Hindi or official language

Accompanying fees (prescribed)

- a) FREE FOR BPL
- b) ₹ 10/- to be accompanied with application.
- c) Additional fee representing cost of providing information :
- d) ₹2/- for each page created or copied.
- e) ₹ 50/- for providing information in floppy.
- f) ₹ 100/- for providing information in Diskette.
- g) Additional fee to be deposited by applicant within 15 day.

DISPOSAL of Request !

Register the request

Acknowledge the receipt of FEES (BPL no)

Information with another Authority – transfer it immediately (within 5 days, with intimation)

DEPARTMENT / PUBLIC AUTHORITY:

Sr. No.	Name of Appellate Authority	Designation & Office Address	Tel./fax No
1		Additional Director of Higher Education (Admin) , Shimla	0177-2658052
Sr. No.	Name of PIO	Designation & Office Address	Tel./fax No
1.	Dr. Pawan Kumar Jamwal	Principal, MLSM College Sundernagar	01907- 266339
Sr. No.	Name of APIO	Designation & Office Address	Tel./fax No
1.	Sh. Ajay Kapoor	Associate Professor, Dept. of Physics	01907- 266339

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