

Step-by-step guide of RTI Process

01



Information Officer of the State Institute



Identify the State Institute



Submit RTI form to Information Officer by email or in person

If available use State Institute's RTI form. If not, use RTI form available at ICOM website.



State Institutes may extend time by 14 days after notifying the applicant in writing



Information Officer must respond within 21 days

Get receipt for your RTI form



IF YOU DO NOT RECEIVE THE INFORMATION OR IF YOU ARE NOT SATISFIED WITH THE INFORMATION RECEIVED PROCEED TO STAGE 2

RTI process ends here when you receive the information and are satisfied with it.



02



Review Committee of the State Institute

Appeal to Review Committee of the State Institute within 30 days from the date the decision was made or should have been made.



Review Committee gets 30 days to review and notify the applicant in writing

Review Committee may extend this period by 15 days after notifying the applicant in writing.



RTI process ends here when you are satisfied with Review Committee's decision.



IF YOU ARE NOT SATISFIED WITH REVIEW COMMITTEE'S DECISION PROCEED TO STAGE 3

03



Information Commissioner



Submit appeal form available at ICOM's website



Appeal to Information Commissioner within 90 days from the date the decision was made or should have been made

RTI process ends here if you are satisfied with Information Commissioner's decision.



Information Commissioner gets 30 days to make a decision



Information Commissioner may extend this period by 15 days after notifying the applicant in writing



IF YOU ARE NOT SATISFIED WITH INFORMATION COMMISSIONER'S DECISION PROCEED TO STAGE 4

04



High Court



Appeal to High Court within 10 days from the date of the decision was made or should have been made