

# **Right to Information (RTI)**

## **Right to Information (RTI) Act**

Welcome to the Right to Information (RTI) page of our college. This page is dedicated to providing information about the RTI Act, its importance, and how you can exercise your right to access information under this legislation.

### **What is RTI?**

The Right to Information Act, 2005, is an Act of the Parliament of India that aims to provide for setting out the practical regime of the right to information for citizens. It promotes transparency and accountability in the working of every public authority in India. The Act empowers citizens to seek information from public authorities, making the government more accessible and accountable to the public.

### **How to File an RTI Application**

Filing an RTI application is a straightforward process. Here's a step-by-step guide to help you:

1. **Draft your Application:** Clearly state the information you are seeking from the public authority. Provide your name, address, and contact details for correspondence.
2. **Identify the Public Authority:** Determine the department or office from which you want to seek information. You can find this information on the official website of the concerned public authority or through other sources.
3. **Pay the Application Fee:** RTI applications require a nominal fee to be paid along with the application. The fee can be paid through various modes as prescribed by the public authority.
4. **Submit the Application:** Submit your RTI application either online or offline to the designated authority. Ensure that you keep a copy of the application and the fee receipt for future reference.
5. **Follow-up:** After submitting the application, keep track of its status by regularly following up with the concerned authority. The RTI Act mandates a time-bound response from public authorities, typically within 30 days.

Officers as Per Right To Information (RTI) Act – 2005

#### **First appellate authority**

Dr Sumesh Gopinath

Principal in charge, Sri Sathya Sai Arts and Science College, Saigramam

**Public Information Officer**

Mrs.Ardra J S

HOD

Department of Commerce

Sri Sathya Sai Arts and Science College, Saigramam

Email Address:- srisathyaicollegekerala@gmail.com

Role of Appellate Authority: The Appellate Authority will receive the appeals as required under the Act.