

File No. 295/30/2010-CX.9

Government of India
Ministry of finance
Department of Revenue
CBEC

11
440°
30/11/10

North Block, New Delhi,
dated the, 18th November, 2010

To,

Chief Commissioners/Direct or General (All)

Subject:- Payable of fees under RTI Act-reg.


Sir,

It has been reported that there is no uniformity of practice and clarity of instructions in the field, as regards the indication of the authority in favour of whom the Demand Draft/Banker's Cheque/Indian Postal Order is required to be drawn towards payment of the prescribed fee, while seeking information under the RTI Act. Nor is such information available on the websites of various Public Authorities in the Deptt. It is also stated that the concerned staff is generally not aware in the matter and hence is not able to furnish the correct information, whenever requested.

2. Rule 3 and Rule 4 of the Right to Information (Regulation of Fee and Cost) Rules, 2005 provide that the requisite fee under the Act is to be paid either by way of cash or by way of Demand Draft/Banker's Cheque/IPO payable to the Accounts Officer of the Public Authority. It is therefore clarified that Cheques/Demand Drafts/Postal Orders required to be furnished by the applicant/citizen, seeking information under the Act, wherever required, need to be drawn in favour of a Chief Accounts Officer of the Public Authority (to indicate the name of the office of the Public Authority).

3. It is therefore requested that the information stating the complete designation and address of the said authority in whose favour the payment is to be made, should be invariably displayed at entry points and other prominent places, displaying the provisions of the RTI Act, in the Commissionerate Headquarters/ other offices under your charge. The required information may also be displayed on the website of the commissionerates/Directorates, if any. Concerned staff and other officials may also be suitably advised.

4. Kindly acknowledge receipt.

yours faithfully,

(Surendra Singh)
Under Secretary (CX.9)