

**The RTI Act prescribes a very simple procedure for obtaining information**

It requires:

**Step 1.** - Writing an application specifying the particulars of the information sought.

**Step 2.** - Submitting the evidence of payment of application fee along with the application.

**Step 3.** - Sending the application to the concerned RTI Cell

**The essential requirements of an application filled under the RTI Act are:**

(a)The applicant should be a citizen of India.

(b) The application should contain the particulars of information sought.

(c) The evidence of payment of application fee should be enclosed.

(d) The address of the applicant should be available for sending a reply.

Personal details except those necessary for contacting an applicant are neither required to be mentioned nor can be called for by the RTI Cell.