

## **General Instructions for Applicants while Seeking Information under the Right to Information Act, 2005**

1. Any Indian citizen can request for information under this Act.
2. Under the Act, a request/application for obtaining information, in legible writing or through electronic medium in Hindi or English language, with prescribed fee can be dispatched to the Central Public Information Officer(CPIO), RTI Cell, Room No. 5, Ministry of Railways, Railway Board.
3. The fee of Rs. 10 shall be submitted in favour of the **“Pay and Accounts officer, Railway Board”** by any of the following means-
  - (i) Indian Postal Order,
  - (ii) Railway Receipt through cash deposit,
  - (iii) Banker’s Cheque, or
  - (iv) Demand Draft.
4. To avoid delay in getting information, the items concerning to single department should be asked for in one application only.
5. The applicant should ask for a specific information giving details of order number and file no. if know to the applicant and send the back reference/copy. This is easier and faster to locate the concerned directorate.
6. The number of items in an application should be minimal and the information sought in them should not be voluminous and untidy.
7. The applicant shall use only civilized and restrained language in the application.
8. The address of dispatcher in the application should be in legible writing and also contain PIN Code, E-mail ID and Mobile No. etc.