KERALA RTI RULES

1. Application fee – Rs 10/-
2. Mode of Payment

* By affixing Court fee stamp; or
* by remitting the amount in the Government Treasury, under the head of account "0070 other administrative services-60 other services- 800 other receipts -42 other items", or
* by cash remittance against proper receipt in the office of the State Public Information Officer/ State Assistant Public Information Officer, as the case may be; or
* by demand draft/ bankers' cheque/ pay order payable to the State Public Information Officer/ State Assistant Public Information Officer.

1. Application fee is payable to the PIO of the concerned Public Authority.
2. Every demand draft bakers' cheque or pay order mentioned under these rules shall be taken in favour of the State Public Information Officer/Assistant Public Information Officer in their official designation and every demand draft shall be drawn in such a way that the same shall be encashed at the branches of any Nationalised Bank/ Scheduled Bank situated near the Office of the State Public Information Officer/ State Assistant Public Information Officer.
3. Additional fee for providing information in the form of copies, diskettes, CDs, etc.

(a) Rs 2/- for each page in 'A4' size paper

(b) actual charge or cost price of the copy in larger size paper

(c) actual cost or price for samples or models, maps, plans etc; and

(d) for inspection of records, no fee for the first hour, and a fee of Rs 10/- for every subsequent thirty minutes or fraction thereof.

(2) For providing information under sub-section (5) of section 7, the fee shall be charged at the following rates, namely. -

(a) for information provided in diskette or floppy or CD or any other electronic mode – RS 50/- (for each)

(b) for information provided in printed form, Rs 2/- for each page or the actual price fixed for such publication

(3) The fee specified in sub-rules (1) and (2), shall be collected by way of cash against proper receipt or by remitting the amount in the Treasury under the head of account "0070 other administrative services-60 other services-800 other receipts- 42 2other items" or by demand draft, or bankers' cheque or pay order payable to the concerned State Public Information Officer.

1. Format for application – There is a prescribed format for making the application. Please visit the website for viewing the format and read the RTI Rules carefully.