

About RTI

. The basic objective of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Public Authorities.

What is Information

Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

Who can Seek information

All citizens shall have the right to information, subject to the provisions of this Act.

Normally, an applicant is not required to submit any proof of citizenship. However, if the CPIO has any doubt about the identity of the applicant he can seek for his proof of identification.

What is a Public Authority

A "public authority" is any authority or body or institution of self government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government organizations substantially financed by the Central Government or a State Government also fall within the definition of public authority. State Bank of India is a Public Authority.

Structure of RTI in the Bank

Central Public Information Officer (CPIO)

Central Public Information Officer is responsible for giving information to a person who seeks information under the RTI Act.

Appellate Authority (A A)

If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the First Appellate Authority who is an officer senior in rank to the Central Public Information Officer.

[Details of PIO, First Appellate Authority and Transparency Officer](#)

Format of Application

There is no prescribed format of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

Payment of RTI Fee & Cost of Information

The RTI fee and the cost of information, where applicable, is to be paid by Demand Draft or Bankers Cheque or IPO in the name of 'Repc Bank' and payable at the centre where CPIO is located.

Prescribed fee and additional cost of information:

- a. Rupees two for each page (in A-4 or A-3 size paper) created or copied.
- b. Actual charge or cost price of a copy in large size paper
- c. Actual cost or price for samples or models
- d. Information provided in diskette or floppy rupees fifty per diskette or floppy
- e. Information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

What information can be sought

A citizen has a right to seek such information from a public authority which is held by the public authority or which is held under its control. It is important to note that only such information can be supplied under the Act which already exists and is held by the public authority or held under the control of the public authority. The Central Public Information Officer is not supposed to create information; or to interpret information; or to solve the problems raised by the applicants; or to furnish replies to hypothetical questions.

Information which is exempt from Disclosure

The Act provides under Sections 8 and 9, certain categories of information that are exempt from disclosure to the citizens.

Time Norms for disposal of Requests and Appeals Requests:

The specified time limit to dispose RTI application in normal course is 30 days from the date of receipt of the application and 48 hours if it concerns the life or liberty of a person.

Appeals:

The appeal should be disposed off within 30 days of receipt of the appeal. In exceptional cases, the Appellate Authority may take 45 days for its disposal for which reasons are recorded.