

Fee Structure Notice of Right to Information

The Right to Information Commission in exercise of the power conferred upon it by Section 42 of Right to Information Act, No. 12 of 2016 has prescribed the following rules on fees with effect from 3rd February 2017.

Application Fees:

(1) No Public Authority shall charge any fee to provide a Right to Information Application Form to a citizen making an information request.

(2) No Public Authority shall charge any fee to process a Right to Information request.

Fees for Information: Unless otherwise prescribed, the following Fees may be charged by a Public Authority for provision of information in response to a RTI request:

(i) Photocopying:

(a) Rs. 2/- (one side) and 4/- (both sides) of one paper, for the information provided on A4 (21 cm x 29.7 cm) and smaller size paper

(b) Rs. 4/- (one side) and 8/- (both sides) of one paper for the information provided on paper that is Legal size (21.59 cm x 35.56 cm) and upto A3 (29.7 cm x 42 cm)

(c) Information provided on paper bigger than those mentioned above will be at actual cost.

(ii) Printout

(a) Rs. 4/- (one side) and 8/- (both sides) of one paper, for the information provided on A4 (21 cm x 29.7 cm) and smaller size paper

(b) Rs. 5/- (one side) and 10/- (both sides) of one paper for the information provided on paper that is Legal size (21.59 cm x 35.56 cm) and upto A3 (29.7 cm x 42 cm)

(c) Information printed on paper bigger than those mentioned above will be at actual cost.

(iii) Rs. 20/- for copying information onto a Diskette, Compact Disc, USB mass drive, or similar electronic device, provided by the citizen making the request.

(iv) Actual cost for copying information onto a Diskette, Compact Disc, USB mass drive, or similar electronic device provided by the Public Authority.

v) Rs. 50/- per hour for the study or inspection of any document or material, or inspection of a construction site, if this takes longer than one hour, with the first hour of

study/inspection being provided free of charge. This shall be without prejudice to the practice of public authorities which previously provided such inspection free of charge and which practice shall continue notwithstanding this sub-rule.

(vi) Samples or models will be charged the actual cost.

(vii) Information provided via e-mail will be free of charge.

Where there exists a previous Fee Schedule prescribed or issued by Public Authorities by way of circulars or regulations, that Fee Schedule shall continue to operate notwithstanding the Fees prescribed in Rule 4.

Provided that any dispute in regard to claims relating to existing Fee Schedules may be the subject of an Appeal to be determined by the Commission in accordance with these Rules on Fees and Appeals

Information provided free of charge:

(1) Notwithstanding anything contained in Rule 4 above, the Public Authority shall provide information prepared or contained on four pages (A4 size) of photocopies or printing, free of cost.

(2) Information that is ordinarily available free of charge shall continue to be provided free of charge.

Mode of Payment of Fee:

(1) Notwithstanding anything contained elsewhere in these Rules, the Public Authority may collect the Fees for information in the following manner:

(i) in cash paid to the Information Officer;

(ii) Bank Draft addressed to the Accounts Officer of the Public Authority;

(iii) post office payment slip or a postal order made payable to the Accounts Officer of the Public Authority.

(2) The Information Officer shall issue a receipt against payment of a fee regardless of the manner in which it is paid.