## **RTI** (Right to Information)

## RTI POLICY, U.N. BRAHMA COLLEGE, KAJALGAON

The Right to Information Act 2005 instructs on time response to citizen while requesting for information on functioning of Govt. offices or institutions. This initiative is taken by the Department of Public Grievances, Ministry of Personal, Department of Personal and Training and Pensions in order to provide a RTI Portal Gateway to the citizens for quick search of information. It is mandatory to provide RTI related information to the seekers.

## **Objective to the Right to Information Act**

The main objective of the Right to Information Act is to promote the transparency and accountability of the working process of the Government. The act is a good step for the citizens who seek information about the activities of government. The authority of U.N. Brahma College, Kajalgaon will accept the RTI petition from the citizen according to the provision of the act. Some steps are to be taken to make RTI petition are laid down below-

- 1. The RTI fees should be paid in the form/ PO/DD/MO etc to the appropriate authority which is specify in the RTI.
- 2. To furnish full name and address, contact details, email address of the applicant and sign the application clearly.
- 3. The applicant must be an Indian citizen.
- 4. The law instructs that the information should be provided to the seekers within 30 days