

GOVERNMENT OF MEGHALAYA
PERSONNEL & ADMINISTRATIVE REFORMS(A) DEPARTMENT

NOTIFICATION
Shillong, the 27th June, 2025

No. PER.54/2024/101: In exercise of the powers conferred by sub-section (1), read with clauses (b), (c), and (f) of sub-section (2) of Section 27 of the Right to Information Act, 2005 (Act No. 22 of 2005), the Government of Meghalaya hereby makes the following rules, namely:-

1. Short Title and Commencement

- (1) These rules may be called the *Meghalaya Right to Information Rules, 2025*.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions: (1) In these rules unless the context otherwise requires-

- (a) "Act" means the Right to Information Act, 2005;
- (b) "Section" means a Section of the Act;
- (2) All other words and expressions used herein but not defined in these rules shall have the same meanings assigned to them in the Act.

3. Application Fee:

An application under Section 6(1) of the Act shall be accompanied by an application fee of Rupees Ten (Rs. 10/-).

4. Format, Language, and Mode of Application

- (1) An application may be submitted in writing, either typed or legibly handwritten, or electronically through a designated portal, if available.
- (2) The application may be made in English, Khasi, or Garo.
- (3) The application shall contain the following particulars:
 - (a) Name and address of the applicant;
 - (b) Details of the information sought, with specific reference to the subject matter;
 - (c) Contact details, if available.
- (4) Applicants are encouraged to:
 - (a) Use numbered or bulleted questions for clarity;
 - (b) Frame queries in specific, unambiguous language;
 - (c) Avoid vague, rhetorical, or opinion-based questions.
- (5) In the interest of clarity and administrative efficiency, an application under Section 6(1) of the Act shall ordinarily not exceed 500 words (excluding annexures, enclosures, and address).
- (6) Each application shall ordinarily pertain to one subject matter only. Related queries may be grouped together under the same application.
- (7) Applications exceeding the indicative word limit or covering unrelated subjects shall not be rejected solely on these grounds. Such applications shall be processed to the extent feasible. Where necessary, the Public Information Officer may advise that the applicant restructure or submit separate applications to enable efficient processing.

5. Receipt and Acknowledgement

- (1) Every RTI application received by the Public Authority shall be **acknowledged in writing** or electronically, with a **unique receipt number**.
- (2) The Public Information Officer shall also mention the **date of receipt**, which shall be the effective date for the computation of timelines under the Act.

6. Electronic Filing of Applications

- (1) Applicants may file RTI applications through the designated **RTI Portal**, where such systems have been enabled by the public authority.
- (2) Upon successful electronic submission, the system shall issue an **acknowledgment number** for future reference and tracking.

7. Fee for Providing Information : Fee for providing information under sub-section (1) and (5) of Section 7 of the Act shall be charged at the following rates, namely:-

(a) Under Section 7(1) of the Act:

(i)	A-4 or A-3 size paper created or copied	₹2/- (Rupees Two) per page
(ii)	Large size paper	Actual cost
(iii)	For inspection of records	No fee for the first hour and thereafter a fee of ₹5/- for each fifteen minutes or fraction thereof
(iv)	Samples or models	Actual cost

(b) Under Section 7(5) of the Act:

(i)	For information provided in CD/DVD or pen drive	(i) ₹50 (Rupees Fifty only) per CD or DVD, if the information is provided in such format. (ii) Actual cost of the pen drive, if the information is provided in a pen drive supplied by the public authority.
(ii)	Cost of scanning	₹2/- (Rupees Two) per page

(c) Other Formats:

For any other format not mentioned above, the actual cost incurred in providing the information shall be charged.

8. Mode of Payment of Fee

Fees under these rules may be paid in any of the following manner, namely:-

- Cash against a proper receipt at the office of the public authority;
- Demand Draft or Banker's Cheque payable to the public authority;
- Indian Postal Order payable to the public authority;
- Any electronic mode of payment or other mode as may be notified by the Government from time to time.
- The fees charged by the Public Information Officer/Assistant Public Information Officer/Accounts Officer in the form of Demand Draft/Bankers Cheque/IPO shall be redeemed and deposited into the relevant Head of Account through Treasury Challan on a regular basis.
- The Public Information Officer or Accounts Officer shall maintain records of fees received and deposited into the Government Exchequer. They are required to prepare an annual record of applications and fees received and submit it to the Secretary of the State Information Commission and the Administrative Department.

9. Exemption for Below Poverty Line (BPL) Applicants:

Persons belonging to the Below Poverty Line (BPL) are exempt from payment of the application fee and fees for providing information provided a copy of the certificate issued by the appropriate Government in this regard is submitted along with the application.

10. Processing of Applications

The Public Information Officer shall process every application received under Section 6(1) of the Act in accordance with the provisions of the Right to Information Act, 2005 and these rules.

11. Appeals

- (1) Any person aggrieved by an order passed by the First Appellate Authority or by non-disposal of his appeal by the First Appellate Authority, may file an appeal to the State information Commission and shall be accompanied by the following documents, duly authenticated and verified by the appellant, namely:-

- a copy of the application submitted to the Public Information Officer;
- a copy of the reply received, if any, from the Public Information Officer;

- (iii) a copy of the appeal made to the First Appellate Authority;
- (iv) a copy of the Order received, if any from the First Appellate Authority;
- (v) copies of other documents relied upon by the appellant and referred to in his appeal;
and
- (vi) an index of the documents referred to in in the appeal.

12. **Repeal and Savings:**

The *Right to Information (Regulation of Fee and Cost) Rules, 2005*, adopted vide **Notification No. LL(B).47/2005/143** dated the 21st October, 2005, shall be repealed in its application to the State of Meghalaya.

Provided that, any order, notification made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

Sd/- (C. V. D. Diengdoh, IAS)

Commissioner & Secretary to the Government of Meghalaya
Personnel & Administrative Reforms (A) Department

SPECIMEN RTI APPLICATION FORM

(Under Section 6(1) of the Right to Information Act, 2005)

To

The Public Information Officer
(Name of the Department/Office)
(Government of Meghalaya)
(Address)

1. Particulars of the Applicant

- Full Name: _____
- Father's/Mother's Name: _____
- Address for Correspondence: _____
- Phone/Mobile No. (optional): _____
- Email ID (optional): _____
- Whether BPL Applicant: ☐ Yes ☐ No
(If yes, attach valid proof)

2. Details of Information Sought

- Subject Matter (one subject only): _____
- Specific Information Required (use numbered points):

1. _____

2. _____

3. _____

(Application should not exceed 500 words. Attach extra sheets if needed for enclosures only.)

3. Period to Which Information Relates (if applicable)

- From: _____ To: _____

4. Mode by Which Information is Requested

- ☐ Certified Copies (Paper)
- ☐ Electronic Format (CD/Email)
- ☐ Inspection of Documents
- ☐ Any Other (Specify): _____

5. Application Fee Details

- ☐ Cash (Receipt No. _____ Date: _____)
- ☐ Indian Postal Order (No. _____)
- ☐ Demand Draft (No. _____ Bank: _____)
- ☐ Treasury Challan (No. _____ Dated: _____)

☐ Online Payment (Transaction ID: _____ Date: _____)
☐ BPL Applicant – Fee Exempted (*Proof attached*)

6. Declaration

I hereby declare that the information provided above is true to the best of my knowledge and belief.

Date: _____

Place: _____

Signature/Thumb Impression of Applicant

Office Use Only (To be filled by the Public Authority)

- Application Received on: _____
- Application Number/Receipt No.: _____
- Name of Officer Receiving the Application: _____
- Designation: _____

Signature with Office Seal

First Appeal Form

To

The First Appellate Authority
(Department/Office Name)
(Government of Meghalaya)
(Address)

1. Name of the Appellant: _____
2. Father's/Mother's Name: _____
3. Contact Details:
Phone: _____ Email: _____
4. Details of Original RTI Application:
(a) Application Date: _____
(b) Name of PIO: _____
(c) Subject Matter of Application: _____
5. Details of Response/Decision by PIO (if any):
(a) Date of Response: _____
(b) Summary of PIO's Decision/Action: _____
6. Grounds for Appeal:

7. Relief Sought:

8. Enclosures (tick as applicable):
☐ Copy of RTI application ☐ Copy of PIO's response
☐ Proof of submission ☐ Other (specify): _____

Declaration:

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Date: _____ Place: _____

(Signature/Thumb Impression of Appellant)

Annexure III:

Acknowledgement Receipt Format

Acknowledgement of RTI Application / First Appeal

Receipt No.: _____ Date: _____

Received from: _____

Subject: _____

☐ RTI Application ☐ First Appeal

Received by: _____

Designation: _____

(Signature with Office Seal)

Intimation of Additional Fee

To

(Name and Address of Applicant)

Subject: Intimation of Additional Fee under RTI Act

Sir/Madam,

With reference to your RTI application dated _____, the information sought entails additional costs as per the Meghalaya RTI Rules, 2025. The details are as follows:

Nature of Information	No. of Pages/CD/Hours	Rate Applicable	Amount
Photocopying			
Scanning		₹5 per page	
CD/DVD		₹50 per unit	
Pen Drive		Actual cost	
Inspection (Beyond 1st Hour)		₹5 per hour	

Total Amount Payable: ₹ _____

You are requested to remit the above amount by cash/DD/IPO/e-payment within 15 days from the date of this notice. The timeline for furnishing information shall exclude this period.

Yours faithfully,

Public Information Officer
(Department/Office)
(Signature with Seal)

BPL Declaration Format

Declaration of BPL Status for RTI Fee Exemption

I, _____, son/daughter of _____, resident of _____, hereby declare that I belong to the Below Poverty Line (BPL) category and seek exemption from payment of RTI fees as per Rule 7.

A copy of my valid BPL certificate issued by the competent authority is attached.

Date: _____ Place: _____

(Signature/Thumb Impression of Applicant)

For Office Use Only

BPL Certificate Verified: ☐ Yes ☐ No

Verified by: _____

Designation: _____

(Signature with Office Seal)

Memo.No.PER.54/2024/101-A

Dated: Shillong, the 27th June, 2025.

Copy forwarded to:-

1. The Commissioner & Secretary to the Governor of Meghalaya, Shillong.
2. The Private Secretary to the Hon'ble Chief Minister, Meghalaya, Shillong.
3. The Private Secretary to the Council of Ministers, Meghalaya, Shillong.
4. The Private Secretary to the Ministers, Meghalaya, Shillong.
5. The Private Secretary to the Chief Secretary to the Govt. of Meghalaya, Shillong.
6. The Under Secretary to the Govt. of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, New Delhi-110001.
7. The Private Secretary to the Additional Chief Secretary to the Govt. of Meghalaya, Shillong.
8. The Principal Secretary/Commissioner & Secretary/ Secretary to the Govt. of Meghalaya.
9. The Secretary, Meghalaya Legislative Assembly, Shillong.
10. The Advocate General, High Court Meghalaya, Shillong.
11. The Chairman, Meghalaya Public Service Commission, Shillong.
12. The Director of Printing & Stationery, Meghalaya, Shillong, for publication of the Notification in the Meghalaya Gazette.
13. All Deputy Commissioners/S.D.O. (C).
14. All Administrative Departments, with a request to circulate to all sub-ordinate offices under their control.
15. State Informatics Officer/Senior System Analyst, NIC, Meghalaya, Shillong, for uploading in Government Website.

By Order, etc.,



Deputy Secretary to the Govt. of Meghalaya,
Personnel & A. R. (A) Department
