

**Guidelines for submission of application under the RTI Act, 2005:**

A request for obtaining information under sub-section (1) of Section 6 of the RTI Act, 2005 can be submitted by two different modes of communication stated as below:

1) **Through RTI Portal:** Applicant can submit a request for seeking information directly to the Central Public Information Officer at Space Applications Centre, Ahmedabad by Login/Registration in RTI portal (rtionline.gov.in). Selecting Department of Space as nodal Ministry/Department/Apex Body and Space Applications Centre and Development and Educational Communication Unit as Public Authority. The cost for obtaining information shall be paid online. In case of applicant being below poverty line, no cost for obtaining information need to be paid and the applicant needs to attach/upload soft copy of Ration/BPL card.

2) **Through Registered/Speed Post:** A request for obtaining information shall be accompanied by a Postal Order of Rupees Ten and sent to CPIO or APIO. There is no prescribed application form for seeking the information. Details of CPIO, SAC/DECU are as below: In case of applicant being below poverty line, no cost for obtaining information need to be paid and the application shall be accompanied by Ration/BPL card.

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**Source: RTI Cell, SAC/DECU**

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