

Frequently Asked Questions (FAQs) – Right to Information (RTI)

1. What is the Right to Information (RTI) Act, 2005?

The Right to Information Act, 2005 empowers citizens to seek information from public authorities to promote transparency and accountability in the functioning of government organizations.

2. Can I seek information from MSTC under the RTI Act?

Yes. MSTC, being a Public Sector Undertaking, provides information to citizens in accordance with the provisions of the RTI Act, 2005.

3. How can I submit an RTI application to MSTC?

An RTI application may be submitted online through the Central Government RTI Online Portal (where applicable) or offline by addressing the application to the Central Public Information Officer (CPIO), MSTC.

4. What is the prescribed application fee?

The prescribed application fee is ₹10, payable through the modes permitted under the RTI Rules, 2012. Applicants falling under the Below Poverty Line (BPL) category are exempt from payment of the application fee, subject to submission of valid proof.

5. Who is the Central Public Information Officer (CPIO) of MSTC?

The details of the CPIO, First Appellate Authority (FAA), and their contact information are available on the RTI section of the MSTC website.

6. What is the time limit for receiving a reply?

Ordinarily, information is provided within 30 days from the date of receipt of the RTI application, subject to the provisions of the RTI Act, 2005.

7. What should an RTI application contain?

The application should clearly specify the information sought, along with the applicant's name, postal address, contact details (optional), and the prescribed fee, wherever applicable.

8. Can I seek reasons for administrative decisions or ask questions?

The RTI Act provides access to information that exists in material form. It does not require a public authority to create information, provide opinions, interpretations, or answer hypothetical questions.

9. What information is exempt from disclosure?

Information exempt from disclosure under Sections 8 and 9 of the RTI Act, 2005, or any other applicable provisions of law, may not be provided.

10. What if I am not satisfied with the reply?

If you are dissatisfied with the decision of the CPIO or do not receive a reply within the prescribed period, you may file a First Appeal before the First Appellate Authority (FAA) within the time prescribed under the RTI Act.

11. Where can I find proactive disclosures of MSTC?

Information disclosed suo motu under Section 4 of the RTI Act is available in the RTI section of the MSTC website.

12. Where can I get more information about the RTI Act?

Detailed information regarding the RTI Act, 2005, the RTI Rules, and related guidelines is available on the website of the Central Information Commission and the Department of Personnel & Training (DoPT).

13. Can I inspect records under the RTI Act?

Yes. An applicant may seek inspection of records, documents, or works, subject to the provisions of the RTI Act, 2005 and the applicable RTI Rules.

14. Can I obtain certified copies of documents?

Yes. Certified copies of documents may be provided on payment of the prescribed fee, subject to the provisions of the RTI Act.

15. Can I request information in electronic form?

Yes. Where the information is available in electronic form, it may be provided in that form, subject to technical feasibility and the applicable RTI Rules.

16. Is there any fee for obtaining copies of documents?

Yes. In addition to the application fee, charges for copies, inspection of records, electronic media, or printed material are payable as prescribed under the RTI Rules, 2012.

17. Can I seek information relating to a third party?

Yes. Such requests are processed in accordance with Section 11 of the RTI Act, wherever applicable.

18. Can I ask for information that is already available on the MSTC website?

Yes. However, applicants are advised to first check the information available under the RTI Section and other sections of the MSTC website before filing an RTI application.

19. Can I seek explanations, clarifications, or opinions under the RTI Act?

No. The RTI Act provides access only to information that is available on record. Public authorities are not required to create information, provide explanations, interpretations, or opinions.

20. Does MSTC create new information in response to an RTI application?

No. MSTC provides only such information as is available in its records and is not required to create or compile new information.

21. Can I file an RTI application by email?

RTI applications should be submitted through the prescribed online portal or by post/in person to the designated CPIO, along with the prescribed application fee, as applicable.

22. What happens if the information sought pertains to another public authority?

If the information is held by another public authority, the application or the relevant part thereof may be transferred to the concerned public authority in accordance with Section 6(3) of the RTI Act.

23. Can I obtain information relating to tenders, auctions, or contracts?

Yes, subject to the provisions of the RTI Act. Information that is exempt from disclosure under Sections 8 or 9, or is commercially confidential, may not be disclosed where applicable.

24. Can I seek personal information about an employee or another individual?

Personal information is disclosed only in accordance with the provisions of the RTI Act. Information exempt under Section 8(1)(j) or other applicable provisions may not be disclosed.

25. Does filing an RTI application require giving reasons?

No. An applicant is not required to provide any reason for seeking information under the RTI Act.

26. Can a BPL applicant obtain information free of cost?

Applicants belonging to the Below Poverty Line (BPL) category are exempt from payment of the application fee, subject to submission of valid proof. Other charges, if any, shall be governed by the applicable RTI Rules.

27. Where can I find MSTC's annual RTI disclosures?

Annual RTI disclosures, reports, and proactive disclosures, wherever applicable, are available under the RTI section of the MSTC website.

28. How can I contact MSTC for RTI-related queries?

The contact details of the Central Public Information Officer (CPIO) and the First Appellate Authority (FAA) are available in the RTI section of the MSTC website.