

## **GUIDELINES FOR OBTAINING INFORMATION UNDER RTI ACT, 2005**

Rajasthan Gramin Bank (RGB) has 1 Head Office and 27 Regional Business Offices. Each Office is designated as separate Central Public Information Officer under RTI Act. Details of the Central Public Information Officer is available in our website <https://rgb.bank.in>.

A request for obtaining information from the Public Authorities of Rajasthan Gramin Bank under sub-section (1) of Section 6 of the RTI Act, 2005, shall be made :-

- (a) Online mode
- (b) Offline mode

### **Online Mode**

It is requested to visit RTI Online portal (<https://rtionline.gov.in>) to file RTI applications through online mode with the public authorities under the Rajasthan Gramin Bank. Through this portal, RTI applications/first appeals can be filed by Indian Citizens for all the public authorities under the 'Rajasthan Gramin Bank' by selecting Department of Financial Services in Ministry/Department/Apex Body. Payment can be made through internet banking, debit/credit cards of Master/Visa and Rupay cards.

### **Offline Mode**

There is no prescribed application form for seeking the information. A citizen who desires to obtain any information under the Act, should make an application to the Central Public Information Officer (CPIO) of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The applicant can send the application by post or can deliver it personally in the office of the public authority or at any branch of the Rajasthan Gramin Bank. (Details of the Public Authorities is available in our website <https://rgb.bank.in> under the heading RTI Act >> List of Central Public Information Officers and First Appellate Authorities).

The applicant shall make payment of application fee of Rs.10/-\* by Indian Postal Order (IPO) or Demand Draft (DD) or Bankers' Cheque payable to Branch Manager, Rajasthan Gramin Bank and sent to the concerned CPIO / Alternate CPIO or concerned CAPIOs to whom, the application is addressed to. In case, the applicant wishes to remit the application fee by cash, the same has to be remitted at a branch and obtain a receipt. The original receipt to be attached with the application for submission to the CPIO/Alternate CPIO/Concerned ACPIOs.

(\* ) The RTI Applicant belonging to Below Poverty Line (BPL) category shall submit a self-attested copy of BPL certificate issued by the competent authority for claiming exemption from payment of application fee.