

**Government of India
Department of Space
Indian Space Research Organisation
SATISH DHAWAN SPACE CENTRE SHAR
Right to Information**

GUIDELINES FOR SUBMISSION OF APPLICATION UNDER RTI ACT, 2005

A request for obtaining information under sub-section (I) of Section 6 of the RTI Act, 2005 shall be accompanied by an application fee of Rupees ten and sent to CPIO or APIO, SDSC SHAR. There is no prescribed application form for seeking the information.

Mode of payment of Fees:

An applicant shall make payment of fee of Rs.10/- by Indian Postal Order (IPO) or Demand Draft (DD) or Bankers Cheque payable to Senior Accounts Officer / Accounts Officer of the Public Authority and sent to the concerned CPIO or APIO, SDSC SHAR 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 the Office of Accounts Officer of the concerned CPIO/APIO and obtain a receipt. The original receipt to be attached to the application and submitted to the CPIO or APIO, SDSC SHAR.

Note: Applicants belonging to Below Poverty Line (BPL) category shall submit an attested copy of BPL certificate issued by the competent authority for claiming exemption from payment of application fee.