

## STEP 4: Submitting the Application

After the application is drafted, it can be submitted along with a deposit of Rs.10 (check your state rules) to the concerned department or PIO (see a list of PIOs). According to rules of the Central Government, this deposit can be made as an IPO (Indian Postal Order), DD or cash in favour of the PIO/Designation of the PIO (e.g. Commissioner, Income Tax Office). It is important to take an acknowledgement from the person who receives the application and also record on both the original and the duplicate how the money was remitted. The acknowledgement is required in case you don't get a reply and wish to complain to the Information Commission. Go to: [Step 1](#) [Step 2](#) [Step 3](#) [Step 4](#) [Step 5](#) [Step 6](#) [Step 7](#) [Step 8](#) [Step 9](#)