

Form 'A'

[See rule-3 (1)]

**APPLICATION FOR INFORMATION UNDER
THE RIGHT TO INFORMATION ACT 2005**

To

The Public Information Officer/Assistant Public
Information Officer
(Name of the Department from which the information is sought)

(a) Subject matter of the information

(b) Period to which the information relates. Month & year

(c) Description of the information required

d) File No. if available

(e) Whether the applicant claims exemption as below poverty line family, if yes, attach proof

(f) Particulars of Demand Draft or Challan Noor Indian Postal Order amount and date

Applicant

Name _____
Address _____
Telephone No. _____

.....

ACKNOWLEDGEMENT

Received your application dated..... alongwith Demand draft/challan/Indian Postal Order No..... amounting to Rs. _____ vide Diary No..... dated.....

(Signature)
Public Information Officer/
Assistant Public Information Officer
Name of the Department/Public Authority

Form 'B'

[See rule 3(3)]

From

Designation of the
Public Information Officer
[Department _____]

To

(Name of the applicant)
Address of the applicant.

Reference: Application No _____ Dated _____

Subject:

Sir,

Please refer to your application dated _____ referred to above. The information required by you consists of ---- pages and printed publication cost Rs ----- . The additional fee for supplying this information to you is Rs. _____. In case you desire the information to be sent to you by post, an additional amount of Rs. _____ will need to be deposited.

2. You are required to pay the aforesaid amount of the additional fee by way of Demand Draft payable to the Department/Public Authority or deposit it through challan or Indian Postal Order and send a copy thereof to the undersigned.

3. If you are not satisfied with the amount of additional fee levied, you have a right to prefer appeal to _____ within a period of 30 days.

Public Information Officer

Tel No _____.

Form 'C'

[See rule 3(3) & 6(i)]

From

Designation of the Public Information Officer/
Assistant Public Information Officer
[Department _____]

To

(Name of the applicant)
Address of the applicant.

Reference: Application No. _____ dated _____

Subject:

Sir,

Please refer to your application dated _____ referred to above.

2. The information required by you is ready. You are directed to collect the information from the office of the undersigned on any working day of the week during 12.00 to 3.30 p.m.

Public Information Officer/
Assistant Public
Information Officer

Telephone No:

Form 'D'

[See rule-4 (1)]

APPLICATION FOR INSPECTION

UNDER THE RIGHT TO INFORMATION ACT 2005

To

The Public Information Officer/Assistant Public
Information Officer
(Name of the Department from which the inspection is sought)

(a) Subject matter of the information

(b) Period to which the information relates. Month & year

(c) Description of the information required

(d) File No. if available

(e) Whether the applicant claims exemption
as below poverty line family, if yes, attach proof

(f)Particulars of Demand Draft or Challanor Indian Postal Order No., amount and date

ApplicantName_____

Address_____

Telephone No._____