

SAMPLE OF THE FORMAT OF RTI APPLICATION

FORM-A

FORM OF APPLICATION SEEKING INFORMATION

(See rule)

I.D. No:

(For official use)

To

The P.I.O.,

Right to Information Act

1. Name of the applicant:-----

2. Address: -----

: -----

3. Particular of information :-----

:-----

:-----

(a) Concerned department : -----

(i) Particulars of information required : -----

(ii) Period for which information asked for : -----

(iii) Other details :-----

4. I state that the information sought does not fall within the restrictions contained in section 6 of the Act and to the best of my knowledge it pertains to your office.

5. A fees of Rs. _____ has been deposited in the office of the Competent Authority vide No ___ dated:

Place:-----

Signature of applicant

E-mail address, if any:-----

Dated:----- Tel. No.(Office)_____

(Residence) _____