

**#1**

**Form A**

**APPLICATION FOR SEEKING INFORMATION**

(See Rule 5)

Application No.

Details of fee remitted:

Mode of remittance:

Date:

Amount: Rs.10/-

To,

The Public Information Officer,

.....  
.....

- 1. Name of the Applicant
- 2. Address for correspondence

- 3. Nature and details of information Required

- 4. Indicate whether the applicant is a Party to the litigation, if Information sought is in respect of a case

- 5. The Administrative section or office who is In custody of the file/matter, if known to the Applicant.

Place:

Date:

signature of the applicant

#2

**APPLICATION FOR INFORMATION**

From

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To

Chief Public Information officer

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**Sub: Application under section-6 of RTI Act, 2005**

Sir,

Please furnish following information/attested Photo copies of documents

- 1. -----
- 2. -----
- 3. -----
- 4. -----
- 5. -----

I am depositing Rs.10 as application fee in the form of court fee stamp.

Place:

Signature

Date:

Name & Full address

#3

**FORM-“A” (See rule 3)**

**Application under “Right To Information Act-2005”**

To,

**PIO/CPIO**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RTI/ \_\_\_\_\_ / \_\_\_\_\_ Dated :- \_\_\_\_\_

**Sub : Requesting for information under section 6(1) of the  
Right To Information Act-2005**

**Information Required :-**

Concerned Department :- \_\_\_\_\_

Subject Matter of information :- \_\_\_\_\_

Period for which information required :- \_\_\_\_\_

**Details of information required :-**

**1. PI provide inspection of files pertaining to \_\_\_\_\_ society, Regd under your office, Regd No \_\_\_\_\_**

**2. PI provide CTC of documents marked by me after inspection.**

The above information may kindly be furnished within the time period of 30 days as provided in Sec 7 of RTI Act 2005.I am enclosing Indian Postal Order No \_\_\_\_\_ for Rs \_\_ drawn in favour of \_\_\_\_\_,rest will be paid after receiving information and intimation by you.

**Sample**

*Citizensupport.in*

If any of the information sought above does not pertain to you. Kindly,forward it,under intimation to me,to the respective department/PIO under Sec 6(3) of the RTI Act-05.

Date :

Place :-

Signature of the Applicant

**Name**

**IMPORTANT NOTES**

- (1) Every copy of the information should be duly attested/certified by authorized Officer/PIO.
- (2) It is submitted that the answer/information is required by post.

Encl:- (1) Application Fees of Rs \_\_\_/- by the way of IPO No \_\_\_\_\_dated \_\_\_\_\_  
(2) Photocopy of Voter ID/Pan Card is submitted as proof of citizen of India. **(Not mandatory)**

#4 [First Appeal]

Under RTI Act 2005

Date : \_\_\_\_\_

The FAA

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FIRST APPEAL UNDER SECTION 19(1) OF THE RTI ACT 2005

APPELLANT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESPONDENT:

The PIO/CPIO

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Submission of applications : \_\_\_\_\_ received on \_\_\_\_\_

Date of reply by PIO : \_\_\_\_\_ received on \_\_\_\_\_

Brief facts of the case

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason/Ground for appeal

As I am aggrieved from the insufficient reply received/not received by PIO

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_(You may add any other information in support of appeal), the right of First appeal is exercised before you.

**Prayer**

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**I will like to be personally present/not present on D-day/Opt for video/audio conferencing after getting Notice of hearing from you.**

**Declaration**

I hereby state that the information and particulars given above are true to the best of my knowledge and belief. I also declare that this matter is not previously filed with any information commission nor is pending with any Court or tribunal or authority.

(Signature of Applicant)

**Note** :-RTI fees already paid through postal order/Draft Nos \_\_\_\_\_, with application att in original, photocopy of the same is att as per enclosures,

**Self Certified Enclosures :**

1. Copy of RTI Application date \_\_\_\_\_
2. Copy of reply/proof of mailing date \_\_\_\_\_
3. Copy of proof of fee paid for application date \_\_\_\_\_

**#5 [Second Appeal]**

**Under RTI Act 2005**

**Date :** \_\_\_\_\_

The Central Information Commissioner/State information Commissioner

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECOND APPEAL/COMPLAINT UNDER SECTION 19(3)/18(Sec) OF THE RTI ACT**

**APPELLANT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESPONDENT:**

**The PIO/CPIO**

\_\_\_\_\_  
\_\_\_\_\_

**&  
The FAA**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date of Submission of applications :** \_\_\_\_\_ received on \_\_\_\_\_

**Date of reply by PIO :** \_\_\_\_\_ received on \_\_\_\_\_

**Date of reply by FAA :** \_\_\_\_\_ received on \_\_\_\_\_

**Brief facts of the case**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason/Ground for appeal**

As I am very aggrieved from the decision of **First Appeal Authority**





