



FORM 'A'
FORM OF APPLICATION FOR SEEKING INFORMATION
See rule-3

I.D.NO.....
(For official use)

To,
The Public Information Officer/PIO
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.....

1. Name of applicant :-
2. Address

3. Concerned Department :-

(a)Particulars of Information :-

(i) Details of Information required: :-

(ii)Period for which Information asked for :-
(iii)Other details :-

4. A fee of Rs. 10/- for appeal has been deposited in original Treasury Challan/IPO vide No.....
Dated.....

5. I state that the information sought does not fall within the restrictions contained in section 8 of the Act to the best of my knowledge it pertains to your office.

Place:-
Date:-

Signature of the applicant
E- Mail address if any:-
Tel No.....
Mobile No.....

Note: - (I) Reasonable assistance can be provided by the competent authority in filling up the form A.
(ii) Please ensure that the form A is Complete in all respect and there is no ambiguity providing the details of information required.

Acknowledgement of Application In Form – A

I.D NO.....

Dated...../...../.....

1. Received an application in Form A from Shri/Ms.....Resident of Under section 6 (1) of the Right to Information Act. 2005 2.The information is proposed to be given normally within 15 days and in any case within 30 days from the date receipt of application and in case it is found that the information asked for cannot be supplied, the rejection, letter shall be issued stating reason there of. 3. The applicant is advised to contact the undersigned onbetween 11 AM to 1 PM

4. In case the applicant fails to turn up on the scheduled date [s], the competent authority shall not be responsible for delay if any. 5.

The applicant shall have to deposit the balance fee through Treasury challan, if any before collection on information.

6. The applicant may also consult Web-site of the department from time to time ascertains the status of his application.

Dated.....

Signature and Stamp
Competent Authority
E-mail address.....
Web-site.....
Tel.No.....