

Model Format for

Application for obtaining information under the Right to Information Act, 2005

A. Contact Details

1. Name of the Applicant:
2. a) Mailing Address :
- b) Tel. No :
- c) E-mail :
3. Whether a citizen of India: Yes No

B. Details of information sought:

1. Nature of information sought (Please √ Mark)
- | | |
|------------------------------------|--------------------------|
| (a) Life & liberty of the person * | <input type="checkbox"/> |
| (b) Other than (a) | <input type="checkbox"/> |
2. Type of information required:
- | | | | | |
|---------------------------|--------------------------|-----|--------------------------|----|
| (a) Copy of documents | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (b) Inspection of records | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (c) Sample of material | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| (d) Other information | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
3. (a) Whether information sought relates to third party? Yes No
- (b) If yes his/her name & address:
- _____
- _____
- _____
4. Specify the particulars of information required:

5. Whether applicant belongs to BPL category: Yes No

Proof of BPL attached Yes No

7. Details of fee paid

***This format is not a prescribed one under the RTI Act. Thus, an Appeal given in any other form, will not be rejected merely on the ground that it has not been given in this format. However, it would be better for the applicants to give their written request in this 'Model Format' as above which would enable the PIOs in precisely understanding the information being sought for immediate giving response. Application may preferably be submitted directly to the Public Information Officer(PIO) concerned to avoid delay.*

Signature of the applicant

Note:- The list of Public Information Officer is below.