

**FORM OF APPLICATION FOR SEEKING
INFORMATION**

I.D. No.
(For Official Use)

To,
The Central/State Public Information Officer.

.....
.....
.....(Name and Address of Public Authority)

- 1. Name of the Applicant
- 2. Address
- 3. Particulars of Information
 - (a) Concerned of information required :
 - (b) Particulars of information required
 - (i) Details of information required :
 - (ii) Period for which asked for :
 - (iii) Other details :

- 4. I state that the information sought does not fall within exemptions contained in section 8 of the Right Information Act, 2005 and to the best of knowledge it pertains to your office.
- 5. A fee of Rs.has been deposited in the office of the Central/State Public information officer
Vide No.dated.....

OR

A Demand Draft/Banker Cheque No.dt.....for Rs. drawn on
.....(name of bank) favourite Accounts Officer..... (name of Office), towards payment
of fee is enclosed herewith.

Place.....
Date.....

Signature of Applicant
E-mail Address, if any.....
Tel. No. (office).....
(Residence)

- Note :
- (i) Reasonable assistance can be provided by the Central/State Public Information Officer in filling up to form.
 - (ii) Please ensure that the form is complete in all respects and there is no ambiguity in providing the details of information required.

Acknowledgement of Application for Seeking Information

I.D. No..... Date.....

- 1. Received an application from Shri/Ms.....resident of.....under section 6(1) of the Right to information Act, 2005.
- 2. The Application is advised to contact the undersigned onbetween.....A.M. to.....P.M.
- 3. In Case the applicant fail to turn up on the scheduled date(s), the public Information Officer Shall not be responsible for delay in any,
- 4. The applicant shall have to deposit the balance fee, if any, with the authorised person before collection of information.
- 5. The applicant may also consult Web-site of the department from time to time ascertain the status of his application.

Signature and stamp of the
Completed Authority
Email address :
Web-Site.....
Tel. No.

Dated.....