

FORM 'A'
Form of application for seeking information
(See rule-3)

To,

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

The Public Information Officer/PIO

.....
.....
.....

1. Name of applicant:-

2. Address:-

3. Particulars of information:-

(a). Concerned Department:-

(b) Particulars of information:-

(i) Details 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 8 of the Act and 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

Date

1. Received an application in Form A from Shri/Ms resident ofunder 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 of 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 thereof.
3. The applicant is advised to contact the undersigned on..... between 11. A.M to 1.P.M.
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 may also consult web-site of the department from time to time to ascertain the status of his application.

Date.....

Signature and Stamp of
Competen Authority.
E-mail address.....
Dated.....
Web-site.....
Telephone no:-