

The Right to Information Act, 2005

Application for Obtaining Information

From

[Your Full Name]

[Your Address]

[City, State, Pin Code]

[Email Address]

[Phone Number]

To

The Public Information Officer

[Government Office Name/Department Name]

[Office Address]

Subject: Request for Information Regarding Citizen Charter of [Insert Government Office Name]

Dear Public Information Officer,

Under the Right to Information Act, 2005, Section 6, I seek information regarding the Citizen Charter of [Insert Government Office Name]. The details of my request are as follows:

Details of the Applicant:

- **Name:** [Your Full Name]
- **Address:** [Your Address]
- **Email:** [Your Email Address]
- **Phone Number:** [Your Phone Number]

Details of Information Required:

- **Government Office Name:** [Insert Office Name]
- **Office Address:** [Insert Office Address]
- **Requested Information:**
 1. A certified copy of the Citizen Charter for [Insert Government Office Name].
 2. Details of timelines and processes outlined in the Citizen Charter for the following services:

- [Insert Specific Service Name(s), if applicable].
- 3. Copies of any amendments, updates, or notifications related to the Citizen Charter.
- 4. Names and designations of officers responsible for implementing and monitoring compliance with the Citizen Charter.
- 5. Details of grievance redressal mechanisms mentioned in the Citizen Charter.

Application Fee Details:

Application fee of ₹10/- paid by [Insert Payment Method: Court Fee Stamp/IPO/Online Payment].

Below Items for Your Kind Consideration:

- a. As per Section 6(3) of the RTI Act, if the requested information pertains to another public authority, kindly transfer the application or part of it within five days and inform me accordingly.
- b. As per Section 7(3) of the RTI Act, in case additional fees are required to provide the requested information, kindly inform me of the additional amount along with a detailed calculation.
- d. As per Sections 7(8)(iii) and 7(3)(ii) of the RTI Act, kindly provide the particulars of the First Appellate Authority.

Declaration

I declare that I am a citizen of India and am entitled to seek information under the RTI Act, 2005.

[Insert E-Signature]

Yours faithfully,

[Your Full Name]

Date: [Insert Date]

<Insert RTI Application Number>