

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

[EPFO Regional Office Name]

[Office Address]

Subject: Request for Information Regarding EPF Account No. [Insert EPF Account Number]

Dear Public Information Officer,

Under the Right to Information Act, 2005, Section 6, I seek information regarding the status and progress of my EPF account and transfer request. 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:

- **EPF Account Number:** [Insert EPF Account Number]
- **Previous Employer Name:** [Insert Previous Employer Name]
- **Current Employer Name:** [Insert Current Employer Name]
- **Old EPF Office:** [Insert Old EPF Office Name/Location]
- **New EPF Office:** [Insert New EPF Office Name/Location]
- **Transfer Application Date:** [Insert Date]

- **Requested Information:**

1. The current status of my EPF transfer request.
2. The day-to-day progress of my transfer application, including actions taken from the date of submission.
3. Names and designations of officers handling my application at each stage, along with the time taken by each officer (received date and actioned date).
4. Copies of any internal communications, file notings, or memos related to my EPF account and transfer request.
5. As per your citizen charter, the stipulated timeframe for processing EPF transfer requests. Please provide a copy of your office's 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.
- c. In the interest of expediency, and to minimize the research and/or duplication burden on your staff, please send the records electronically to the provided email address. If electronic records are unavailable, kindly send clear photocopies to the postal address mentioned above.
- 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]