

# **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

[Relevant Office/Department Name]

[Office Address]

**Subject:** Request for Information Under the RTI Act, 2005

**Dear Public Information Officer,**

Under the Right to Information Act, 2005, Section 6, I seek information on the following matter. 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:**

- **Compliant details in brief:** [Provide a detailed description of the information sought. If applicable, include any references such as registration numbers, application numbers, dates, or relevant identifiers to help identify the matter.]

### **Requested Information:**

1. [Insert your custom query, such as details of a specific application, status of a request, or records related to a particular matter.]

2. Copies of records, memos, or file notings related to the subject of the query.
3. Names and designations of officers or departments handling the query, along with any timelines specified for resolving such matters.
4. As per your citizen charter, the stipulated timeframe for addressing this matter. 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]

<Insert RTI Application Number>