

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 Government Office/Department Name]

[Office Address]

Subject: Request for Information Regarding Refund Application No. [Insert Refund Application Number]

Dear Public Information Officer,

Under the Right to Information Act, 2005, Section 6, I seek information regarding the status and progress of my refund application submitted to [Insert Government Office/Department 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:

- **Refund Application Number:** [Insert Application Number]
- **Date of Application Submission:** [Insert Submission Date]
- **Government Office Name:** [Insert Government Office Name]
- **Reason for Refund:** [Insert Reason, if applicable]
- **Requested Information:**

1. The current status of my refund application.
2. The day-to-day progress of my refund application from the date of submission, including actions taken and pending tasks.
3. Names and designations of the officers handling my refund application at each stage, along with the time taken by each officer/department (received date and actioned date).
4. Copies of any records, memos, or internal communications related to my refund application.
5. Details of any discrepancies, objections, or clarifications sought regarding the refund request.
6. As per your citizen charter, the stipulated timeframe for processing refund applications. 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>