

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

[Income Tax Office Name/Relevant Circle]

[Office Address]

Subject: Request for Information Regarding Income Tax Refund Request dated: < date of the application and Application number>

Dear Public Information Officer,

Under the Right to Information Act, 2005, Section 6, I seek information regarding my income tax refund. 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:

- **PAN Number:** [Insert PAN Number]
- **Financial Year:** [Insert Financial Year]
- **Refund Reference Number (if available):** [Insert Refund Number]
- **Ward/Circle Number:** [Insert Ward/Circle Number]
- **District IT Office:** [Insert IT Office Name]

- **Requested Information:**

1. The day-to-day progress of my income tax refund application from the date of submission, including any note files, internal communications, or memos related to its processing.
2. The names and designations of the officers/offices responsible for processing my refund at each stage, along with the time taken by each office/officer (received date and actioned date) before forwarding to the next officer/department.
3. A copy of your esteemed office's citizen charter and, as per the citizen charter, the stipulated timeframe for issuing income tax refunds.

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.

Yours faithfully,
[Your Full Name]
[Insert E-Signature]

Date: [Insert Date]

<Insert RTI Application Number>