

# **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

[Police Station/Department Name]

[Office Address]

**Subject:** Request for Information Regarding FIR No. [Insert FIR Number]

**Dear Public Information Officer,**

Under the Right to Information Act, 2005, Section 6, I seek information regarding the status and progress of an FIR filed at your esteemed office. 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:**

- **FIR Number:** [Insert FIR Number]
- **Date of FIR Filing:** [Insert FIR Date]
- **Police Station Name:** [Insert Police Station Name]
- **District:** [Insert District Name]
- **State:** [Insert State Name]
- **Requested Information:**

1. A copy of the FIR.
2. The day-to-day progress of the investigation from the date the complaint was lodged, including any actions taken.
3. A copy of the General Diary (GD) entry, if made, regarding this FIR.
4. The names and designations of the officers handling the investigation, along with the dates they took charge.
5. Copies of records, memos, file notings, and communications related to the case.
6. Copies of any reports or updates filed with the court or higher authorities regarding this FIR.
7. As per your citizen charter, the stipulated timeframe for resolving FIR-related investigations. 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]