

## **The Right to Information Act, 2005**

### **Application for Obtaining Information**

From

Second May

Flat No. 409, SB Capital Apartments, Ippatam Road, Atmakur, Mangalagiri

Mangalagiri Andhra Pradesh522503

psl.narayana@gmail.com

9491001009

To

The Public Information Officer

PIO, Pension Office

Subject: Request for Information Regarding Pension Application No. 0987654321

Dear Public Information Officer,

Under the Right to Information Act, 2005, Section 6, I seek information regarding the status and progress of my pension application. The details of my request are as follows:

Details of the Applicant:

- Name: Second May
- Address: Flat No. 409, SB Capital Apartments, Ippatam Road, Atmakur, Mangalagiri
- Email: psl.narayana@gmail.com
- Phone Number: 9491001009

Details of Information Required:

- Pension Application Number: 0987654321
- Date of Application Submission: 2025-04-10
- Pension Office/Department Name: Right to Information Act
- Requested Information:
  1. The current status of my pension application.
  2. The day-to-day progress of my pension application from the date of submission, including actions taken and any delays.
  3. Names and designations of the officers handling my application at each stage, along with the time taken by each officer (received date and actioned date).
  4. Copies of records, file numbers, or internal communications related to my pension application.

- As per your citizen charter, the stipulated timeframe for processing pension applications. Please provide a copy of your office's citizen charter.

Application Fee Details:

Application fee of ₹10/- paid by Court.

Below Items for Your Kind Consideration:

- 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.
- 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.
- 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.
- 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.

**Ranazonai Technologies,  
(OPC) Pvt Ltd.  
H.No: 365, Karmikanagar, Yousufguda**