

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

## **Application for Obtaining Information**

From

Citizen Charter

Delhi

Delhi Delhi 110098

rakhibuyer5@gmail.com

9528450982

To

The Public Information Officer

rtgtrg

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: Citizen Charter
- Address: Delhi
- Email: rakhibuyer5@gmail.com
- Phone Number: 9528450982

Details of Information Required:

- RTI Query:test

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 files no longer 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.

- 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 [court\_fee\_payment\_method].

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.

*Citizen Charter*

Yours faithfully,

Citizen Charter

Date: 20/05/2025