

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

## **Application for Obtaining Information**

From

aaa aaa

aaa

aaa aaa500001

filemyrtiofficial@gmail.com

9182473392

To

The Public Information Officer

aaa

Subject: Request for Information Regarding Registration Refund Application No. 873264

Dear Public Information Officer,

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

Details of the Applicant:

- Name: aaa aaa
- Address: aaa
- Email: filemyrtiofficial@gmail.com
- Phone Number: 9182473392

Details of Information Required:

- Refund Application Number: 873264
- Date of Refund Application Submission: 2025-05-06
- Property Document Number (if applicable): 123
- Reason for Registration Refund: aaa
- Requested Information:
  1. The current status of my registration refund application.
  2. The day-to-day progress of my application from the date of submission, including any actions taken or pending tasks.
  3. Names and designations of the officers handling my refund application at each stage, along with the me taken by each officer (received date and actioned date).

4. Copies of any records, memos, or file no ngs related to the processing of my refund application.
5. As per your citizen charter, the s pulated me frame for processing registration refund requests.  
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:

1. As per Sec on 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.
2. As per Sec on 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.
3. 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.
4. 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.

*a*

Yours faithfully,

aaa aaa

Date: 14/05/2025