

**THE RIGHT TO INFORMATION ACT, 2005**  
(Application for Obtaining Information)

From

Applicant Name

Full Postal Address

Mobile: XXXXXXXXXX

Email: example@gmail.com

To

The Public Information Officer

Himachal Pradesh General Administration Department

[Office Address]

**Subject:**

Request for Information under RTI Act, 2005 regarding matters pertaining to the General Administration Department

Respected Sir/Madam,

I, [Applicant Name], am filing this RTI application under the Right to Information Act, 2005. Kindly provide the following information:

1. Certified copies of government notifications, circulars, and orders issued during the last three years.
2. Details of administrative reforms and policy decisions undertaken.
3. Information on inter-departmental coordination mechanisms.
4. Certified copy of service rules and administrative procedures.
5. Details of inspections or reviews conducted by senior officers.
6. Information on public grievances received and disposal status.
7. Name and designation of the officer responsible for administration.

**Application Fee**

■10/- IPO / Court Fee Stamp / Online payment / DD

**Declaration & Requests**

I am a citizen of India.

If information pertains to another authority, kindly transfer it under Section 6(3).

If additional fee is required, inform me under Section 7(3).

Please provide FAA details in the reply as per Section 7(8).

Yours sincerely,  
Applicant Name