

**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 Excise & Taxation Department

[Office Address]

**Subject:**

Request for Information under RTI Act, 2005 regarding matters pertaining to the Excise & Taxation 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. Details of excise and taxation licenses issued.
2. Information on tax collections and arrears.
3. Certified copy of excise and taxation rules.
4. Details of inspections and raids conducted.
5. Information on enforcement actions taken.
6. Details of taxpayer grievances received.
7. Name and designation of the Excise & Taxation Officer responsible.

**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