

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

From

Applicant Name

Full Postal Address

Mobile: XXXXXXXXXXXX

Email: example@gmail.com

To

The Public Information Officer

JAMMU AND KASHMIR GENERAL ADMINISTRATION DEPARTMENT

[Office Address]

Subject:

Request for Information under RTI Act, 2005

Respected Sir/Madam,

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

1. Certified copies of rules, notifications, circulars, and office orders issued by the department.
2. Certified details of administrative reforms implemented during the last three years.
3. Certified details of funds allocated, released, and utilised.
4. Certified inspection and audit reports related to administrative functioning.
5. Certified complaints received from the public and action taken thereon.

Application Fee

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

Declaration & Requests

I am a citizen of India. If the information sought 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