

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

Delhi Home Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Administrative Records /  
Permissions / Licensing

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 notifications, circulars, or orders issued by the Home Department related to [subject].
2. Status of my application for [Arms License / Event Permission / NOC / Appointment / Verification] submitted on [date].
3. File movement details including names and designations of officers who processed the above application.
4. Certified copy of any deficiency memo, rejection order, or communication related to the application.
5. Details of the officer currently responsible for processing the pending file, along with official contact details.

6. Expected time frame for disposal of such applications as per Citizen Charter.
7. Certified copy of any enquiry report or internal note-sheet related to the matter.

#### 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