

## 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 Police Headquarters

Subject:

Request for Information under RTI Act, 2005 regarding Police Complaints / FIR / Investigation Status / Departmental Records

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 copy of the FIR/complaint filed on [date] at [police station name].
2. Current status and action taken report (ATR) on the above complaint/FIR.
3. Name, rank, designation and contact details of the Investigating Officer (IO).
4. Copies of daily case diary entries (ROZNAMCHA/DD entries) related to this FIR/complaint.
5. Certified copy of note-sheets, file notings or internal communications on this matter.
6. Whether any enquiry was conducted. If yes, provide copy of enquiry report.
7. Expected time frame for disposal of such cases as per Delhi Police Citizen Charter.
8. If the matter has been transferred, provide details of the new police station/unit/IO.

**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