

# 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 Law, Justice & Legislative Affairs Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Notifications / Legal Opinions /  
Legislative 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 any notification, circular, or order issued by the Law, Justice & Legislative Affairs Department related to [subject].
2. Status of legal opinion/reference file submitted on [date] regarding [topic].
3. Certified copy of note-sheets, file notings, or internal correspondence related to the above matter.
4. Details of officers who processed or are currently handling the file, including name, designation, and office address.
5. Certified copy of any communication sent to other departments or authorities regarding the matter.

6. Timeline/expected disposal period for such files as per departmental guidelines.
7. Any other information available on record related to the above subject.

#### 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