

FORM “A”
FORM APPLICATION FOR SEEKING INFORMATION
(SEE RULE -3)

I.D No. _____
(For official use)

To,
The Public Information officer (PIO)

1. Name of the Applicant :
2. Address :
3. Concerned Department :
- a. Particulars of Information :
- i. Details of the Information required :

- ii. Period for which Information is sought for:
- iii. Other details (if any) :

4. A fee of Rs.10/- has been deposited in the office of the Competent Authority vide Treasury Challan /IPO No. _____ Dated _____

5. I state that the information sought does not fall within the restriction contained Section 8 of the Act and to the best of my knowledge it pertains to your office.

Place: _____
Date: _____

Signature of the Applicant
Mobile/Tel No. _____
Email address (if any) _____

Note: (i) Reasonable assistance can be provided by the competent authority in filling up the form A.
(ii) Please ensure that the form A is competent in all respect and there is no ambiguity providing the details of information required.

ACKNOWLEDGEMENT OF APPLICATION IN FORM-A

I.D. No.

Dated: -

1. Received an application in Form-A under section 6(1) of the Right to Information Act,2005 from Shri/Miss/Smti. _____ a resident of _____
2. The information is proposed to be given normal within 15 days and in any case within 30 days from the date of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact on _____ between _____
4. In case the applicant fails to turn up on the scheduled date(s), the competent authority shall not be responsible for delay if any.
5. The applicant shall have to deposit the balance fee through Treasury Challan, if any, before collection of information.

Dated: -

Signature of the competent authority
E-mail address (if any)
Website (if any)
Tel.phone(if any)