

FORM OF APPLICATION MAKING REQUEST FOR INFORMATION
(Under the Provisions of the RTI Act, 2005)

To.
The State Public Information Officer
Assistant Public Information Officer

(Name of Officer)

(Name of Department)
Public Authority

1. Name with father's / mother's or husband's name of the person making request for information. :
2. Address of communication with phone no. if any? :
3. Whether citizen of India? :
4. Whether living below poverty line, if so, Card No. :
5. Nature of information / sample / model / materials / to be provided. :
6. Mode of delivery :
7. Advance fee, if any paid :
Application fee :
Further fee, if any :
Total :
8. Name of any person other than the applicant whose assistance may be required for seeking the information / inspection. :
9. Date of application :

(Signature of the applicant)

Date of assessment of cost	Amount of fee / cost	Date by which fee / cost to be deposited	Actual date of payment of fee with receipt no. and date	Date on which information is ready for supply	Date of supply of information / samples etc.	Signature of the person receiving the information / mode of supply
1	2	3	4	5	6	7

* If rejected, the reasons therefore with signature of the SPIO