

**Sample Format for RTI Application: -**

**THE RIGHT TO INFORMATION ACT 2005 APPLICATION FOR OBTAINING  
INFORMATION**

Date\_\_\_\_\_By regd./speed post AD

To,

PUBLIC INFORMATION OFFICER,

Dept/Office\_\_\_\_\_

Place\_\_\_\_\_

1. Name of the Applicant: \_\_\_\_\_

2. Full Address with phone No:

\_\_\_\_\_

3. Particulars of information required, which kindly provide:

\_\_\_\_\_

4.Details of payment of application fee: Non-judicial court fee stamp of Rs.10/- is affixed on the top hereinabove. OR Demand draft/banker's cheque No.\_\_\_\_\_dtd.\_\_\_\_\_for Rs.10/- is enclosed. OR Cash of Rs.10/- has been paid against enclosed original receipt No.\_\_\_\_\_dtd\_\_\_\_\_of your dept.

5. Details of enclosures [if any]: Photocopies of : \_\_\_\_\_

Encls:

Signature of Applicant

- Information requested by the citizen is to be provided within 30 days, 35 days where request is given to Asst. PIO, 40 days where a third party is involved and 45 days for human rights violation information from listed security/ intelligence agencies.
- Time taken for calculation and intimation of fees excluded from the time frame.