

FORM - A
[See Rule – 4 (1)]
Application for Information under section 6 (1) of RTI Act, 2005

To

The Public Information Officer (PIO)

1. Full name of the applicant

2. Name of the Father/ Husband

3. Permanent address

4. Particulars in respect of Identity of the applicant

5. Particulars of information solicited

(a) Subject matter of Information

(b) The period to which the information relates From

To

(c) Specific details of information required

(d) Whether information is to be sent by

post or received in person.

(The actual postal charges shall be included in providing information)

Rs. /-

(e) In case by post (ordinary, registered or speed)

6. Address to which information will be sent & in which form

7. Has the information been provided earlier?

Yes No

8. Is this information not made available by the Public authority?

Yes No

9. Do you agree to pay the required fee?

Yes No

10. Have you deposited application fee?
(If yes, Please indicate details of such deposit)

Yes No

11. Whether belongs to BPL category,
have you furnished the proof of the same?

Yes No

Yes No

Full Signature of the applicant

Place

Date

Address

Office of the Public Information Officer

Received the application from address

on seeking information.

Place

Date

Full name of Public Information Officer

Designation & Seal

FORM – D
[See Rule 7 (1)]
**Form of Memorandum of Appeal to the First Appellate Authority under
Section 19 (1) of the Act**

From

(Applicant's Name & Address)

Before

The First Appellate Authority

1. Full name of the Appellant

2. Address

3. Particulars of Public Information Officer

4. Date of receipt of the order appealed against

5. Last date for filing the appeal

6. Particulars of information

(a) Name of the office or Department to which the information relates

(b) Nature and subject matter of the information required

7. The grounds for appeal
(Details, if any, to be enclosed in separate sheet)

Verification

I, Name of the appellant son of / daughter of /
 wife of hereby declare that the particulars furnished
in the appeal are to the best of my knowledge and belief, true and correct and that I have not suppressed
any material fact.

To

Signature of the Appellant

Place

Date

Name and Address of Appellate Authority