RTI Application Form
FORM ‘A’
See Rule 3(1)

I. D. No……………..
(For Office Use Only)

To
The Public Information Officer/
Assistant Public Information Officer

1. Full Name of The Applicant : ______________________
2. Father Name/Spouse Name : ______________________
3. Permanent Address : ______________________
   : ______________________
   : ______________________

4. Correspondence Address : ______________________
   : ______________________
   : ______________________

5. Particulars of The Information Solicited
   a) Subject Matter of Information (*) : ______________________
   b) The period to which information relates (**) : ______________________
   c) Specific Details of Information required (***):
       ____________________________________________________________
       ____________________________________________________________
       ____________________________________________________________
       ____________________________________________________________
       ____________________________________________________________
       ____________________________________________________________
       ____________________________________________________________
       ____________________________________________________________
   d) Whether information is required by Post or in person (the actual postal fees shall be included in additional fee in providing the information)
       : ______________________
   e) In case by Post (ordinary/registered or speed post) : ______________________

6. Is this information not made available by public authority under voluntary disclosure? : ______________________
7. Do you agree to pay the required fee? : ______________________
8. Have you deposited application fee? : ______________________
   (If Yes, Details of such deposit) : ______________________
9. Whether belongs to below Poverty Line category? : ______________________
   (If yes, you furnished the proof of the same with application?)

Place: ______________________
Date: ______________________

Signature of Applicant

(*) Broad Category of the subject to be indicated (such as grant of government service matters/Licenses etc.)
(**) Relevant period for which information is required to be indicated.
(***) Specific details of the information are required to be indicated.
FORM “B”
[See rule3 (2)]

Acknowledgement

Office of the State Public Information Officer

Received the application form from

Mr/Ms : ______________________________

Address : ______________________________

: ______________________________

: ______________________________

Seeking information on(Subject to be specified) : ______________________________

: ______________________________

: ______________________________

Vide Diary No.: ______________________________ Dated: ______________________________

Place
Date

Full Name of State Public Information Officer/
State Assistant Public Information Officer

Designation and Seal