

Name of the Department or Public Authority

FORM 'A'

[See rule 3(I)]

APPLICATION FOR INFORMATION UNDER SECTION 6(1) OF THE ACT

To

The State Public Information Officer,

Department _____

1. Full name of the applicant	
2. Father's/Spouse's name	
3. Permanent address	
4. Correspondence address	
5. Particulars of information solicited	
(a) Subject-matter of information	
(b) The period to which the information relates	
(c) Specific details of information required	
(d) Whether information is required by post or in person (The actual postal charges shall be included in providing information)	
(e) In case by post, then indicate whether by ordinary, registered or speed	
6. Is this information not made available by the 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, have you furnished the proof of the same with the application?	

Place :

Date :

Full Signatures of the Applicant and Address

Name of the Department or Public Authority

FORM 'B'

[See rule 3(2)]

Acknowledgement

Office of the State Public Information Officer

Received the application 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

Name of the Department or Public Authority

FORM 'D'

[See rule 4(4)]

INFORMATION OF FEE ASSESSED FOR MAKING PAYMENT

From

.....(Name and Designation of the State Public Information Officer)

To

.....(Name and address of the Applicant)

Subject :-Supply of information under the Right to Information Act, 2005.

Sir,

Please refer to your application dated..... addressed to the undersigned requesting information on (Subject to be specified)

2. I am to inform you that the following amount towards cost for providing information may be deposited by way of Crossed Demand Draft/ Banker's Cheque/IPO/Treasury Challan or in Cash to enable the undersigned to furnish the information sought by you.

3. (a) the Demand Draft/Banker's Cheque/IPO should be drawn in favour of (Particulars of the Drawing and Disbursing Officer to be specified) or the amount may be deposited in cash with said Drawing and Disbursing Officer of this office.

(b) the amount of fee may also be deposited through Treasury Challan in the following Head of Accounts :—

Major Head	:	0070—Other Administrative Services.
Sub-Major Head	:	60—Other Services.
Minor Head	:	800—Other Receipts.
Sub-Head	:	86—Fee under the Right to Information Act, 2005.

4. A self-addressed envelope duly stamped may also be submitted for supplying the requisite information. Stamps on the envelope may be affixed according to the desired mode of supplying the information i.e. through ordinary, registered or speed post.

Fee calculation.....

Total amount to be deposited.....

Dated :

Yours faithfully,

Place :

State Public Information Officer.

Name of the Department or Public Authority

FORM 'E'

[See rule 4(5)]

INTIMATION OF REJECTION

From

.....(Name and Designation of the State Public Information Officer)

To,

.....(Name and address of the Applicant)

Subject :- Supply of information under the Right to Information Act, 2005.

Sir,

Please refer to your application dated..... addressed to the undersigned requesting for the supply of information regarding _____.

2. The undersigned regrets to express his inability to furnish the information asked for on account of the following reasons, namely :—

- (i) It comes under the exempted category covered under sections 8 and 9 of the Act.
- (ii) Your application was not complete in respect of _____.
- (iii) Your identity is not satisfactory.
- (iv) The information is contained in published material available to Public.
- (v) You did not pay the required fee with you application for providing information.
- (vi) The information sought for is prohibited as per the provisions of section 24(4) of the Act.
- (vii) The information as sought for by you is available on our Website (Name of the Website to be specified). You may download the information.
- (viii) Any other reason.

3. However, if you feel aggrieved by this refusal, you may file an appeal before the (Specify the particulars of the Appellate Authority) within a period of thirty days of the receipt of this letter.

Dated :

Place :

Name and Designation of
State Public Information Officer