

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