

REGISTER FOR INSPECTION OF RECORDS
(Under the Provisions of the RTI Act, 2005)

Name of the Public Authority :

Name of the Office of SPIO :

Name of the SPIO :

Name of the ASPIO :

Sl. No.	Date of application	Applicant's Name with Father / Mother / Husband Name and address of communication	If citizen of India	If living below the poverty line Card No.	Nature of records / Documents / Files etc. to be inspected	Probable time required for inspection
1	2	3	4	5	6	7

Application fee	Amount of fee paid			Name of official in whose presence the inspection is done with signature	Name of person by whom inspection is done if he / she is other than the applicant	Date of inspection	Signature of SPIO / ASPIO with date
	Actual time required for inspection	Amount	Date of payment of further fees				
8	9	10	11	12	13	14	15

If the application is rejected, date and reason in brief with signature of SPIO	Remarks
16	17

* To be maintained in the office of the SPIO / ASPIO by page marking and giving certificate thereof.