

Model application Format for obtaining information under “RTI Act, 2005”

Place : _____

Date : _____

To **The State Public Information Officer / Asst. Public Information Officer**
(State PIO/APIO- in case of information related to Government of Assam
Public Authorities) (Name of the Office with Address)

OR

The Central Public Information Officer/Asst.Public Information Officer
(Central PIO/APIO- in case of information related to Government of India Public
Authorities) (Name of the Office with Address)
(for addresses visit website: <http://rti.gov.in/ministry>)

From **Full name of the applicant:**
Postal Address of Applicant:
Contact Phone No. if any :

Sub : **Information under RTI Act, 2005.**

Sir/ Madam,

The undersigned here by require the following **particulars of information**

- a. Subject matter:
- b. The period to which the information relates:
- c. Information Description (can include -record/document/memos/email/opinion/advice/press release /circular/order/ logbook /contract/report/papers/models/electronic data)
 - i. _____.
 - ii. _____.
 - iii. _____.

Preferred language of the said information is : _____

In case the subject matter /any of the information is held by / related to another public authority, you are requested to transfer the application or such part of it as may be appropriate to that other public authority with an intimation to the undersigned (Section 6(3) of RTI Act).

Further it is submitted that the information is

Required by post (Ordinary / Registered or Speed post) OR
Will be collected in person upon intimation.

Encl: **Rs. 10/- by way of cash / DD / Bankers Cheque /* (OR)**
Photocopy of BPL Ration Card in case of BPL applicant (the application fees is exempted)

Signature / Thumb Impression of the applicant.
(Name):

The applicant should collect acknowledgement receipt of application (& also money receipt in case of cash) from PIO / APIO and keep it in safe custody for future use.

* : For Government of India – the application fees can also be paid by way of Indian Postal Order.