

Form-A  
[See Rule 3(1)]

To

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**Sub :- Application under RTI Act. to get information.**

1. Name of the applicant : .....

2. Parmanent Address : .....

3. Particulars of information required :

(i) Subject Matter of Infromation : Information about .....

(ii) The period to which the  
information relates : w.e.f. ....

(iii) Description of the information required :

(iv) Whether informationis requied  
by post or in person : By post

(v) In case by post (Ordinary/  
Registered/Speed) : Registered Post

A sum of Rs. 50/- on account of fee as mandatory under Right to information Act for the supply of informa-  
tion has been sent by applicant with this application vide Cash Receipt No/Postal Order No - .....

Note : I, State that the information sought does not fall within the restrictions contained in Section 8 of the Act  
and to the best of my knowledge it pertains to your office. So please above information may be sent to the  
applicant with in 30 days.

Place : .....

Date : .....

Signature of Applicant