



**(Format)**

**Application form for seeking information under RTI Act**

**The Central Public Information Officer or  
Assistant Public Information Officer  
(Address of Public Authority)**

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-----

1. Full Name of The Applicant ( in capital letters)	
2. Father's/Husband's Name ( in capital letters)	
3. Complete Address ( in capital letters)	
	Distt                                      State                                      Pin

4. Telephone No. Office	
Residence	
Mobile, if any	

5. Whether belong to BPL category (if yes, please attach a copy of the BPL/Antyodaya ration card to claim waiver of the application fee)	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

6. Details of Application fee:				
Cash Receipt /DD/ Bankers cheque No.	Date	Name of the issuing Bank/Authority	Amount	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

7. Particulars of Information required: (Please enclose separate sheet, if required)

8. Form / medium of information required:

**DECLARATION**

**I State that I am a citizen of India.**

**Place:  
Date:**

**Signature of Applicant**



(Logo of Public Authority)

(Name of Public Authority)  
**OFFICE OF  
CENTRAL PUBLIC INFORMATION OFFICE**

**MOST URGENT**  
**TIME BOUND**

**INTER OFFICE MEMO**

<b>From:</b>	CPIO/SPIO	<b>To:</b>	
<b>Ref.</b>	xx/xxxx/xx/...		
<b>Date:</b>		<b>Copy:</b>	

**Sub.: INFORMATION REQUIRED UNDER RIGHT TO INFORMATION ACT-2005**

We have received A request for seeking information under the Right to Information Act-2005 as per following details:

1. Sender's Name : \_\_\_\_\_
2. Subject : \_\_\_\_\_

Please furnish *point-wise replies* to enclosed application along-with information sought/comments, if any, to CPIO, (Department of CPIO) duly approved from the Competent Authority at the earliest so as to reach in our Office latest by \_\_\_\_\_. Annexures, if any, to the information should be clearly numbered and indexed.

S.No.	Query	Reply*

*\*In case of denial, the specific clause under RTI Act Section 8(1)/9/10 under which information is withheld, should be mentioned.*

**Please forward the reply within 5 working days with soft copy at the email ID given below:**

**([xxxxxxx@xxxxxx.com](mailto:xxxxxxx@xxxxxx.com))**

**Note:**

As per Section 20 of the Right to Information Act, 2005 'not furnishing information within the time specified (i.e. 30 days)', shall invite a penalty of Rs.250/- each day. However, the total amount of such penalty shall not exceed Rs.25,000/-.

Section 5(5): Any Officer, whose assistance has been sought shall be treated as a deemed CPIO for the purpose of any contravention of the provision and for penalty purpose as per the RTI Act.

**(Signature & Name of CPIO/SPIO)**

**Encl.: As above**



(Follow up with APIO, in case, Third Party is from the same PA)

On letter head of Public Authority with Logo of PA & RTI

Ref: RTI-xxxx/aa/zzzz(As per numbering system of PA)

Date: xx/yy/zzzz.

From:

The Central Public Information Officer,  
xxxxxxxxxxxxxxxxxx,  
YYYYYYYYYYYYYYYYYYYYYYYYYYYYYY,  
ZZZZZZZZZZ,  
New Delhi-110 003.

To

Shri AAAAAAAAAAAAAA,  
Address of Applicant,  
New Delhi-110 024

Sir,

Sub: Seeking information under 'The Right to Information Act-2005

This is with reference to your letter dated 00/12/xxxx, seeking information under RTI Act, which was received in CPIO's Office on 00/yy/zzzz regarding information related to Mr-----.

In this regard, it is to inform you that we have forwarded your application to APIO, xxxxxx for obtaining consent of Mr-----, on xx/yy/zzzz, as per provision under section 11 of the RTI Act 2005. We are constantly following up with them as well as, Mr. \_\_\_\_\_ but we are yet to receive a response from both of them. This may take some more time. Kindly, bear with us.

Thanking you,

Yours faithfully,

(----Name of CPIO-----)  
CPIO, Name of PA

(Consent from third party)  
On letter head of Public Authority with Logo of PA & RTI

Ref: RTI-xxxx/aa/zzzz(As per numbering system of PA)

Date: xx/yy/zzzz.

From:  
The Central Public Information Office  
xxxxxxxxxxxxxxxxxxxx,  
YYYYYYYYYYYYYYYYYYYYYYYYYYYYYY,  
ZZZZZZZZZZ,  
New Delhi-110 003.

To  
Shri AAAAAAAAAAAAAA,  
Address of Applicant,  
New Delhi-110 024

Sir,

Sub: Seeking information under `The Right to Information Act-2005

This is with reference to your letter dated 00/12/xxxx, seeking information under RTI Act, which was received in CPIO's Office on 00/yy/zzzz regarding information related to Mr-----.

In this regard, it is to inform you that we have written to Mr-----, on xx/yy/zzzz, for obtaining consent as per provision under section 11 of the RTI Act 2005. We are constantly following up with him, but we are yet to receive a response from him. As soon as , the consent is received , immediately information shall be sent to you. Kindly, bear with us.

Thanking you,

Yours faithfully,

(-----Name of CPIO-----)  
CPIO, Name of PA

(Intimation to applicant, in case, information not received from  
APIO/Nodal Officer)

On letter head of Public Authority with Logo of PA & RTI

Ref: RTI-xxxx/aa/zzzz(As per numbering system of PA)

Date: xx/yy/zzzz.

From:

The Central Public Information Officer,  
xxxxxxxxxxxxxxxxxxxx,  
YYYYYYYYYYYYYYYYYYYYYYYYYYYYYY,  
ZZZZZZZZZZ,  
New Delhi-110 003.

To

Shri AAAAAAAAAAAAAA,  
Address of Applicant,  
New Delhi-110 024

Sir,

Sub: Seeking information under `The Right to Information Act-2005

This is with reference to your letter dated 00/12/xxxx, seeking  
information under RTI Act, which was received in CPIO's Office on  
00/yy/zzzz regarding information related to Mr-----.

In this regard, it is to inform you that we have forwarded your  
application to APIO, xxxxxxx for obtaining consent of Mr-----,  
on xx/yy/zzzz, as per provision under section 11 of the RTI Act  
2005. We are constantly following up with them as well as,  
Mr.\_\_\_\_\_ but we are yet to receive a response from both of  
them. This may take some more time. Kindly, bear with us.

Thanking you,  
Yours faithfully,

(----Name of CPIO-----)  
CPIO, Name of PA

(Follow up with APIO/Nodal Officer, in case, information not received )

On letter head of Public Authority with Logo of PA & RTI

**Ref: RTI-xxxx/aa/zzzz(As per numbering system of PA)**

**Date: xx/yy/zzzz.**

From:

The Central Public Information Officer,  
XXXXXXXXXXXXXXXXXXXX,  
YYYYYYYYYYYYYYYYYYYYYYYYYYYYYY,  
ZZZZZZZZZZ,  
New Delhi-110 003.

To

APIO/ Nodal Officer,  
Address of APIO/Nodal Officer ,  
New Delhi-110 024

Sir,

Sub: Forwarding of information under `The Right to Information Act-2005 related to your office.

This is with reference to our letter No.----- dated 00/12/xxxx, requesting information under RTI Act, against application received in CPIO's Office on 00/yy/zzzz bearing UID no.----- regarding information related to your office/project/unit/business head

In this regard, it is to inform you that we are yet to receive a response from your office. Please forward without further delay or forward your comments/reply to avoid penalty for delay.

Note:

As per Section 20 of the Right to Information Act, 2005 'not furnishing information within the time specified (i.e. 30 days)', shall invite a penalty of Rs.250/- each day. However, the total amount of such penalty shall not exceed Rs.25,000/-.

Section 5(5): Any Officer, whose assistance has been sought shall be treated as a deemed CPIO for the purpose of any contravention of the provision and for penalty purpose as per the RTI Act.

Thanking you,

Yours faithfully,

(----Name of CPIO-----)  
CPIO, Name of PA

(Direction from AA for providing information)

On letter head of Public Authority with Logo of PA & RTI

Ref: RTI-xxxx/aa/zzzz(As per numbering system of PA)

Date: xx/yy/zzzz.

From:  
The Central Public Information Officer,  
xxxxxxxxxxxxxxxxxxxx,  
YYYYYYYYYYYYYYYYYYYYYYYYYYYYYY,  
ZZZZZZZZZZ,  
New Delhi-110 003.

To  
Shri AAAAAAAAAAAAAA,  
Address of Aplicant,  
New Delhi-110 024

Sir,

Sub: Seeking information under `The Right to Information Act-2005

This is with reference to letter Ref.No.RTI-4921/13/AA dated 21/05/2013, from Appellate Authority-PA---directing CPIO-PA---- to provide complete information against Para----- of your application dated 00/00/2013.

In this regard, the reply to para-----) of your application dated 00/00/2013 is as under/ enclosed at annexure A:

Query-Para-----  
Name of security agencies providing security guards in Delhi, Noida, Mumbai,Chandigarh, ----- be intimated to me.

Reply-----  
Security Agencies providing guards at -----  
----- are as under:

1. M/s. -----
2. M/s-----

Thanking you,  
Yours faithfully,

(----Name of CPIO-----)  
CPIO, Name of PA

Encl.: As above



(Reply to applicant total information available)  
On letter head of Public Authority with Logo of PA & RTI

Ref: RTI-xxxx/aa/zzzz(As per numbering system of PA)  
Date: xx/yy/zzzz.

From:  
The Central Public Information Officer,  
xxxxxxxxxxxxxxxxxxxxx,  
YYYYYYYYYYYYYYYYYYYYYYYYYYYYYY,  
ZZZZZZZZZZ,  
New Delhi-110 003.

To  
Shri AAAAAAAAAAAAAA,  
Address of Applicant,  
New Delhi-110 024

Sub: Seeking information under `The Right to Information Act-2005  
Sir,

This is with reference to your letter dated 00/12/xxxx, seeking  
information under RTI Act, which was received in CPIO's Office on  
00/yy/zzzz.

In this regard, para wise reply to your application dated  
00/00/2013 is as under/ enclosed at annexure A :

Query-Para-(1)--- ( For Example,)

Name of security agencies providing security guards in Delhi,  
Noida, Mumbai, Chandigarh, ----- be intimated to me.

Reply Para-(1)

Security Agencies providing guards at -----  
----- are as under:

1. M/s. ----- At -----
2. M/s----- At -----
3. -----
4. -----

Hope, this is up to your satisfaction.

In case, you are not satisfied with the information provided, you  
may make an appeal to the first appellate authority within 30 days  
from the date of receipt of this letter as per provision at section 19  
of the RTI Act 2005, whose details are as under;

Shri----- (Name of AA)

Office Address & contact details  
Of AA

Thanking you,  
Yours faithfully,

(-----Name of CPIO-----)  
CPIO, Name of PA

Encl.: As above

(Reply to applicant part information available)

On letter head of Public Authority with Logo of PA & RTI

Ref: RTI-xxxx/aa/zzzz(As per numbering system of PA)

Date: xx/yy/zzzz.

From:

The Central Public Information Officer,

xxxxxxxxxxxxxxxxxxxx,

YYYYYYYYYYYYYYYYYYYYYYYYYYYYYY,

ZZZZZZZZZZ,

New Delhi-110 003.

To

Shri AAAAAAAAAAAAAA,

Address of Applicant,

New Delhi-110 024

Sub: Seeking information under `The Right to Information Act-2005

Sir,

This is with reference to your letter dated 00/12/xxxx, seeking information under RTI Act, which was received in CPIO's Office on 00/yy/zzzz.

In this regard, para wise reply to your application dated 00/00/2013 is as under:

Query-Para-(1)

( For Example,)Name of security agencies providing security guards in Delhi, Noida, Mumbai,Chandigarh, ----- be intimated to me.

Reply Para-(1)

Security Agencies providing guards at -----  
----- are as under:

1.M/s. ----- At -----

2.M/s----- At -----

3. Information not available with us

4. Information not available with us

5. Information attached at annexure -1

6. Information attached at annexure -2

Hope, this is up to your satisfaction.

In case, you are not satisfied with the information provided, you may make an appeal to the first appellate authority within 30 days from the date of receipt of this letter as per provision at section 19 of the RTI Act 2005, whose details are as under;

Shri----- (Name of AA)

Office Address & contact details

Of AA

Thanking you,

Yours faithfully,

(-----Name of CPIO-----)

CPIO, Name of PA

Encl. As above

(Reply to applicant part information available)  
On letter head of Public Authority with Logo of PA & RTI

Ref: RTI-xxxx/aa/zzzz(As per numbering system of PA)  
Date: xx/yy/zzzz.

From:  
The Central Public Information Officer,  
xxxxxxxxxxxxxxxxxxxxx,  
YYYYYYYYYYYYYYYYYYYYYYYYYYYYYY,  
ZZZZZZZZZZ,  
New Delhi-110 003.

To  
Shri AAAAAAAAAAAAAA,  
Address of Applicant,  
New Delhi-110 024

Sub: Seeking information under `The Right to Information Act-2005  
Sir,

This is with reference to your letter dated 00/12/xxxx, seeking  
information under RTI Act, which was received in CPIO's Office on  
00/yy/zzzz.

In this regard, para wise reply to your application dated  
00/00/2013 is as under:

Query-Para-(1)

( For Example,)Name of security agencies providing security guards  
in Delhi, Noida, Mumbai,Chandigarh, ----- be intimated to me.

Reply Para-(1)

Security Agencies providing guards at -----  
----- are as under:

1.M/s. ----- At -----

2.M/s----- At -----

3. Information not available with us

4. Information not available with us

5. Information attached at annexure -1

6. Information attached at annexure -2

7. Information cannot be made available as exempted as per  
section 8 (1) a, Clause a/b/c/d/e/f/g/h/i/j of RTI Act.

Hope, this is up to your satisfaction.

In case, you are not satisfied with the information provided, you  
may make an appeal to the first appellate authority within 30 days  
from the date of receipt of this letter as per provision at section 19  
of the RTI Act 2005, whose details are as under;

Shri----- (Name of AA)

Office Address & contact details  
Of AA

Thanking you,

Yours faithfully,

(-----Name of CPIO-----)  
CPIO, Name of PA

Encl. As above

(Reply to applicant total information exempted)  
On letter head of Public Authority with Logo of PA & RTI

Ref: RTI-xxxx/aa/zzzz(As per numbering system of PA)  
Date: xx/yy/zzzz.

From:  
The Central Public Information Officer,  
xxxxxxxxxxxxxxxxxxxxx,  
YYYYYYYYYYYYYYYYYYYYYYYYYYYYYY,  
ZZZZZZZZZZ,  
New Delhi-110 003.

To  
Shri AAAAAAAAAAAAAA,  
Address of Applicant,  
New Delhi-110 024

Sub: Seeking information under `The Right to Information Act-2005  
Sir,

This is with reference to your letter dated 00/12/xxxx, seeking  
information under RTI Act, which was received in CPIO's Office on  
00/yy/zzzz.

In this regard it is to be informed that information sought cannot  
be made available to you as, it/these is/are exempted as per  
section 8 (1) a, Clause a/b/c/d/e/f/g/h/i/j of RTI Act.

Hope, this is up to your satisfaction.

In case, you are not satisfied, you may make an appeal to the first  
appellate authority within 30 days from the date of receipt of this  
letter as per provision at section 19 of the RTI Act 2005, whose  
details are as under;

Shri----- (Name of AA)

Office Address & contact details  
Of AA

Thanking you,

Yours faithfully,

(----Name of CPIO-----)  
CPIO, Name of PA

(Reply to applicant for voluminous information)  
On letter head of Public Authority with Logo of PA & RTI

Ref: RTI-xxxx/aa/zzzz(As per numbering system of PA)  
Date: xx/yy/zzzz.

From:  
The Central Public Information Officer,  
xxxxxxxxxxxxxxxxxxxxx,  
YYYYYYYYYYYYYYYYYYYYYYYYYYYYYY,  
ZZZZZZZZZZ,  
New Delhi-110 003.

To  
Shri AAAAAAAAAAAAAA,  
Address of Applicant,  
New Delhi-110 024

Sub: Seeking information under `The Right to Information Act-2005  
Sir,

This is with reference to your letter dated 00/12/xxxx, seeking information under RTI Act, which was received in CPIO's Office on 00/yy/zzzz.

In this regard it is to be informed that information sought cannot be made available to you, as, it is very voluminous and in case provided, it shall disproportionately divert the resources of the organization, this is in accordance with section 7(9) of the act. However, if arranged shall take appx. ----days and involve approximately, so much(-----) pages.

Alternatively, you may visit our office for inspection of the information. If you are interested, please confirm, so that, we can initiate action accordingly.

In case, you are not satisfied with reply, you may make an appeal to the first appellate authority within 30 days from the date of receipt of this letter as per provision at section 19 of the RTI Act 2005, whose details are as under;

Shri----- (Name of AA)

Office Address & contact details  
Of AA

Thanking you,

Yours faithfully,

(----Name of CPIO-----)  
CPIO, Name of PA

(Reply to applicant major information exempted)  
On letter head of Public Authority with Logo of PA & RTI

Ref: RTI-xxxx/aa/zzzz(As per numbering system of PA)  
Date: xx/yy/zzzz.

From:  
The Central Public Information Officer,  
XXXXXXXXXXXXXXXXXXXX,  
YYYYYYYYYYYYYYYYYYYYYYYYYYYYYY,  
ZZZZZZZZZZ,  
New Delhi-110 003.

To  
Shri AAAAAAAAAAAAAA,  
Address of Applicant,  
New Delhi-110 024

Sub: Seeking information under `The Right to Information Act-2005  
Sir,

This is with reference to your letter dated 00/12/xxxx, seeking information under RTI Act, which was received in CPIO's Office on 00/yy/zzzz.

In this regard it is to be informed that total information sought cannot be made available to you as major part of it/these is/are exempted as per section 8 (1) a, Clause a/b/c/d/e/f/g/h/i/j of RTI Act.

The information which can be provided are;

- a.-----
- b.-----
- c.-----

On your confirmation and deposit of fee of Rs-----@ Rs. 2/= per page for -----pages shall be provided, as per section 10 of the act and fee rule of the nact.

Hope, this is up to your satisfaction.

In case, you are not satisfied, you may make an appeal to the first appellate authority within 30 days from the date of receipt of this letter as per provision at section 19 of the RTI Act 2005, whose details are as under;

Shri----- (Name of AA)

Office Address & contact details  
Of AA

Thanking you,

Yours faithfully,

(-----Name of CPIO-----)  
CPIO, Name of PA

(Reply to applicant for additional fee for providing information)  
On letter head of Public Authority with Logo of PA & RTI

Ref: RTI-xxxx/aa/zzzz(As per numbering system of PA)  
Date: xx/yy/zzzz.

From:  
The Central Public Information Officer,  
XXXXXXXXXXXXXXXXXXXX,  
YYYYYYYYYYYYYYYYYYYYYYYYYYYYYY,  
ZZZZZZZZZZ,  
New Delhi-110 003.

To  
Shri AAAAAAAAAAAAAA,  
Address of Applicant,  
New Delhi-110 024

Sub: Seeking information under `The Right to Information Act-2005  
Sir,

This is with reference to your letter dated 00/12/xxxx, seeking  
information under RTI Act, which was received in CPIO's Office on  
00/yy/zzzz.

In this regard it is to be informed that The information which can  
be provided are;

- a.------(No. of pages)
  - b.-----( No. of pages)
  - c.------(No. of pages )
- 

Total = -----pages

Please deposit of fee of Rs-----@ Rs. 2/= per page for -----pages,  
as per section 7(3)& fee rules of the act. On receipt of the requisite  
fee. we shall provide the information

Hope, this is up to your satisfaction.

In case, you are not satisfied, you may make an appeal to the first  
appellate authority within 30 days from the date of receipt of this  
letter as per provision at section 19 of the RTI Act 2005, whose  
details are as under;

Shri----- (Name of AA)

Office Address & contact details  
Of AA

Thanking you,

Yours faithfully,

(----Name of CPIO-----)  
CPIO, Name of PA