**Form No:3**

**APPLICATION MAKING REQUEST FOR INFORMATION UNDER THE RTI ACT**

**2005**

**(See Rule 8)**

**To**

**The State Public Information Officer:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Name of Public Authority) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Name of 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-**

**I) Application fee**

**II)Further fee, ifany**

**III)Total :**

**8. Name of any person other than**

**the applicant whose assistant may be**

**required for seeking the information/ inspection :**

**9. Date of application :**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Signature of the applicant)**

**……………………………………………………………………………………………………………………………………………………………**

**Received an applicant for information from Sri/Smt. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and entered in the register vide Sl. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to attend on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for estimate of further fees.**

**Form No.14**

………………………………………………..

(Name of office of the SPIO)

**Transfer of Request for information**

{See Rule 13(7)}

**To**

**(Name of the Public Authority)**

**Address:**

**Subject: Transfer of request for information**

**Sir,**

**A request of Sri/Smt. ………………………………………………………. for information dated ………………………………. is transferred herewith for disposal from your end in accordance with the provision of the RTI Act 2005.**

**The requestor has paid application fee of Rs. ……………………………… in cash to this office.**

**The following part informations as sought for by the requestor are being supplied from this office.**

**The remaining informations as sought for may please be supplied from your end.**

**Yours faithfully,**

**Enclo: As stated.**

**(Signature with name, designation, address, phone no. etc.)**

**Copy for information to:**

**(Name and address of the requester)**