**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)**