

Application form under Right to Information - Form 'A'

I.D. No. _____
(For official use)

Dated : _____

To

The Public Information Officer (RTI),
_____ Department
Government of Jammu and Kashmir

Subject:- Request for information under J&K RTI Act – 2009.

1. Name of the Applicant :
2. Address :
3. Particulars of the Information :
 - a. Department :
 - b. Information required :

4. I State that the information sought does not fall within restrictions contained in Section 8 & 9 of the Act and to the best of my knowledge it pertains to your department.
5. A fee of Rs. 50/- (Rupees Fifty only) towards Application Fee has been paid in the form of **Non – Judicial Stamp Paper/Demand Draft/ Cheque/Postal Order/Treasury Receipt** etc.
6. Further, I also undertake to pay any additional fees/charges (if applicable) as prescribed under the RTI Act and or relevant Rules.

(Signature of the Applicant) :

Telephone No:

Fax No:

Email Address :

Acknowledgment of Application in Form 'A'

I.D. No. _____

Dated: _____

1. Received an application in "Form A" from Shri/Smt. _____ Rs. _____ Residence of _____ under Section 6 of the Act, along with prescribed fee.
2. The information will be provided normally within 30 days from the date of receipt of application and in case it is found that the information asked for can not be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact the undersigned on _____ between 11 A.M. to 01 P.M.
4. In case the applicant fails to turn up on the schedule date(s), the Incharge of the Office shall not be responsible for delay, if any.
5. The applicant shall have to deposit the balance fee, if any, with the authorized person before collection of information.

Public Information Officer (PIO)
_____ Deptt.

Tel. No: _____

Email :

Dated: _____