

**Application for obtaining information under the Right to
Information Act, 2005**

To

The Public Information Officer, (Name of the office with
address)

(1) Full name of the applicant

(2) Address

(3) Particulars of information required.

- Short summary(subject) of required information
- The period to which the information belongs
- Description of the information required
- Whether information is required by post or in person (Postal charges may need to be borne by you)
- In case by post specify by which category the information needs to be sent

(Ordinary, Registered or Speed)

(4) Whether the applicant is below poverty line

(If yes, attach the photo copy of the proof thereof).

(5) Fees details (Mode of payment/serial number of PO,DD etc.)

Place

Date.....

Signature of the Applicant