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

To,

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

1. Full Name of the applicant : 
2. Address : 
3. Particulars of information required : 
   i) Subject matter of information * : 
   ii) The period to which the information relates # : 
   iii) Description of the information required $ : 
   iv) Whether information is required by post or in person 
      (The actual postal charges shall be included in additional fees) 
   v) In case by post : 
      (Ordinary, Registered or Speed) 
4. Whether the applicant is below poverty line : 
   (if yes, attach the photocopy of the proof thereof) 

Place :
Date : Signature of the Applicant

* Broad category of the subject to be indicated (such as grant of Government land/Service matters/Licenses, etc.)
# Relevant period for which information is required to be indicated.
$ Specific details of the information is required to be indicated.
Appeal under section 19(1) of the Right to Information Act, 2005

From: ........................................
(Appellant’s name and address)

To: ........................................
(Name/designation/address of the appellate authority)

1. Full name of the Appellant

2. Address

3. Particulars of the State Public Information Officer

4. Date of receipt of the order appealed against
   (if order passed)

5. Last date for filing the appeal

6. The grounds for appeal

7. Particulars of information
   a) Nature and subject matter of the information required
   b) Name of the Office or Department To which the information relates

Place:
Date:            Signature of the Appellant
Second Appeal under section 19(3) of the Right to Information Act, 2005

From: ..........................
       (Appellant’s name and address)

To: ..........................

1. Full name of the Appellant: 
2. Address: 
3. Particulars of the State Public Information Officer: 
4. Particulars of the First Appellate Authority: 
5. Date of receipt of the order appealed against: 
6. Last date for filing the appeal: 
7. The grounds for appeal: 
8. Particulars of information: 
   a) Nature and subject matter of the information required 
   b) Name of the Office or Department to which the information relates

Place: ..................................................
Date: ...................................................
Signature of the Appellant